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Dear [name of church members],

As you know, at [name of your church] we strive to be a place of support and comfort to the local community. We hope to do this by providing spiritual guidance and reflection. However, we also understand the importance of practical support.

In light of [recent events/seasonal holidays], we will be raising funds to support [your cause]. We will be doing this by hosting a [event or collection] on [date] at [time].

Any donations will be extremely welcome and put towards this worthwhile cause.

Any support in organizing the event (and/or contributing gifts) would be extremely welcome. Please contact the church office for more information on [phone number]. If you are unable to attend but would still like to show your support the office will also be accepting donations up until [date].

With best wishes,

[Handwritten signature]

[Name and position within the church]

[Date]