The materials in this manual are only for the use of the parishes in the Diocese of Madison. They may not be used by any other parish or diocese without the written consent of the Diocese of Madison.

**Letter To Families Who “Stay The Same”**

Dear ________________,

I have not received an indication of a new Parish Offertory commitment from you. I am assuming that this means you will not be changing your giving at this time.

I am writing today to let you know how much I appreciate your ongoing support of the parish and to tell you that I am counting on the fact that this support will continue.

In preparing the income budget for the coming year I have assumed that you will contribute an average of $____ per week, which is the average amount you gave during the past year. The Quarterly Reminders that we will be sending this year will reflect this amount.

Once again, thank you for your support of our parish and its ministries.

Sincerely yours,

Pastor

**NOTE:** This letter should be sent to contributing families that did not return a form or who returned a form with no commitment indicated.