****<First Name> <Surname>

<Home address>

<Town>

<County>

<Postcode>

 17 November 2017

Dear <Supporters Name>,

Following our conversation on <DD/MM/YY> I would like to thank you for agreeing to Gift Aid your donations. You confirmed that you’re a UK tax payer and you’d like the MS Society <Group Name> to treat all donations you have made in the past four years, today, and all donations you make from the date of this declaration as Gift Aid donations, until you notify us otherwise.

You confirmed that you understand that if you pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed (25p from every £1 you donate) on all your donations in that tax year it is your responsibility to pay any difference. Gift Aid is reclaimed by the charity from the tax you pay for the current tax year and your address is needed to identify you as a UK taxpayer.

You are entitled to cancel your Gift Aid declaration any time within 30 days of receiving this letter. Should you choose to withdraw from the Gift Aid scheme at any time in the future, or if you stop paying tax, please let us know by contacting the Group via <Group phone number> or <Group email>.

Your support will bring us closer to our aim: stopping MS. Our mission is to enable everyone affected by MS to live life to their full potential and secure the care and support they need.

Thank you once again for your contribution.

Kind Regards,

Name

Volunteer role