



TEMPLATE LETTER – Telephone Gift Aid Declaration Confirmation

Dear [Donor Name],

I am writing to thank you for your generous telephone donation to [CHARITY NAME] on [DATE] and to confirm your oral Gift Aid declaration.

HMRC regulations require us to maintain a clear audit trail for all Gift Aid claims.

I would therefore like to confirm that you are a UK taxpayer and have paid enough Income Tax and/or Capital Gains Tax to cover the amount of Gift Aid we will claim.

Please check the details below and ensure that they are correct:

Date of donation: (enter date)

Amount donated: (enter amount)

Your full name: (enter donors' name)

Your Home Address: (enter donors' address)

Postcode: (enter postcode)

You would like this declaration to apply to all past and future donations. (Charity delete as applicable).

If the above information is accurate, and you wish to Gift Aid your donation, you do not need to respond to this letter. However, if there are any mistakes or omissions, or you do not want to Gift Aid your donation, please do let us know within 30 days of receipt of this letter.

You can cancel your Gift Aid Declaration at any time by [[contact details and procedures here](#)]

Please also note that if you are a higher rate taxpayer, you can claim further relief via your self-assessment tax return (Currently 25p per pound donated). Thank you again for your valuable support.

Yours Sincerely,

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