

## Sample Support Raising Letter

Dear (*name of person you are writing*):

(*Make the first paragraph a personal greeting and basic introduction*).

I am thrilled that God has opened the door for me to serve on a mission trip to \_\_\_\_\_ . We will be partnering with \_\_\_\_\_ , a great inner city ministry that shares the gospel in both word and deed. Our work will include projects such as clean-up of homes for the elderly and poor, light construction, assisting in evangelism by working with children and youth through Bible Clubs and other service opportunities. At the same time, we will build relationships with the people we serve, seeking to love them in the name of Jesus Christ.

Your help is needed! This is a team project, and I would be blessed if you would be a partner on my team. First, I need your prayers for the spiritual battles ahead. We want the Lord to be glorified this summer. Second, your help is needed to cover part of the cost for this trip. The total cost is \_\_\_\_\_ . Would you please prayerfully consider supporting me this summer as we share the gospel and minister to those in need?

If you would like to partner with me, please make your check payable to **Mitchell Road Presbyterian Church** and return it to the church with my name and the trip name in the memo line (*include stamped addressed envelope to the church along with this letter*). Mitchell Road will send you a tax receipt.

Our trip is scheduled for \_\_\_\_\_ , so I am praying for all support to come in by \_\_\_\_\_ . Please know that I would love to talk with you and answer any question you may have about this mission trip.

You are very important to me. Thank you for praying for this mission effort and for considering being part of our team!

Sincerely,

(Your name)

## How to Write a Financial Support Letter

As you raise money for your Short-term Mission Trips, keep the following in mind:

### 1. Include something handwritten.

Computer generated financial requests are a turn-off to anyone. If you use a standard form letter copied on a copy machine, make sure you include a handwritten note at the bottom. Letters written entirely by hand are acceptable though they may be perceived as being unauthorized. The best idea: personal typed letters with a handwritten note at the bottom.

### 2. Include a picture.

If you are writing to a relative or friend whom you have not seen in some time, include a recent photograph. The photograph can also serve as a prayer reminder during your project.

### 3. Be specific in your financial need/request.

No one wants to receive a letter reading, "I need some money for this mission trip. Please send whatever you can." In the second paragraph of your letter give the specifics of your work project. Where will you be going? What exactly you are doing? How many are on your team? What is the spiritual climate of the city?

Following this basic information, you are ready to spell out your financial needs. Be specific in your need and request. For example, "The cost of the trip to Chile is \$1,400. Through fund-raising projects, I have raised \$800. In order to raise the remaining \$600, I am writing to twelve families asking them to pledge \$50 toward my summer mission project."

### 4. Ask for prayer!

Chances are that everyone you write will want to support you in some way. Not everyone will be able to support you financially. Give people three options to respond to the letter. It may not be a bad idea to include some form to have them fill out. The options might read:

- Yes, I will support you financially. Enclosed is my gift in the amount of: \_\_\_\_\_.
- Yes, I will support you with my prayers. I commit myself to praying for you daily during your short-term mission trip.
- Please send me your prayer letter.

### 5. Include the statement:

"All checks are to be made payable to Mitchell Road Presbyterian Church. Please write my name and trip name in the memo line of check or attach a separate note stating who the donation is for and which mission trip."

### 6. Include a stamped addressed envelope with the church address.

Credibility is gained by having the letter sent back to the church rather than to your home. If the letter is sent to the church, make sure that your name is included on the envelope.

### 7. The Final Outline of your letter should look something like:

- ✓ Introduction
- ✓ What you will be doing this summer
- ✓ What your financial needs for trip are
- ✓ Financial support requested
- ✓ Prayer support requested
- ✓ Closing

*If you have any questions concerning your financial support letter, contact Darren or Neel.*