

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Fundraising – Request for Sponsorship

Dear :

I am trying to raise money to support my missionary trip to Mexico. I am very excited to be going to Mexico and assist in teaching the children of the local village of {Name} . It has always been my dream to help the impoverished. However, to make this dream a reality, I will need sponsors.

As a sponsor, you would simply support my endeavor and assist in making this dream a possibility. With only your support, you would be helping dozen of children in the village of {Name} .

If you have any questions or concerns, please do not hesitate to contact me regarding this sponsorship. Thank you for your time and consideration.

Sincerely,

N A M E