

Support Letter Guide

A Few Thoughts Before Beginning

Writing support letters can seem intimidating. Here are some things to keep in mind:

- Think of your letters as **informing people** as much as asking people for support. You have an opportunity to enlighten people to the needs and concerns of people in a different city; you should be excited about your trip and naturally want to tell others!
- **Ask for prayers** as much as you seek financial support. It is vital that you get prayer support. Make part of your letter writing about seeking people to be that vital prayer support for you. What Christian would be upset by being asked to pray for you?
- In offering people the chance to support you, you allow them to **participate in your trip**. By giving, they share in your trip - and you will be surprised at how many people are interested in sharing your trip!

How Do I Do It?

Step #1: Create a list of family and friends to whom you would like to send a letter.

Step #2: Write your letters! In your letter, make sure to include the following:

- Introduction: *you might even include a sentence or two to catch them up on your life!*
- Where & when you are going and what you are doing: *Working with [name of ministry] in [city], to [what you will be doing]; [dates you are going]*
 - *include something about why you are going - what made you want to go on this trip? Why do you feel God has called you to go? Make it personal!*
- How much you need to raise: *[\$amount]*
- How they can support you: *Great chance to write about how they can financially and prayerfully support you. You can include specific ways that they can pray for our trip. Also be sure that they know how to send financial support. Make sure you include the due date for support ([date]) and explain that they need to use the included support slip!*

Step #3: Put your letters in their addressed envelopes, and make sure that each one gets a support slip! Without the support slip, the church won't know what the money is for when we get it in the mail.

Step #4: Pray as you send them out! Pray that God will open hearts and that his people would come through for you. Send them out by [date].

Step #5: Let us know when you send out your letters. Once you drop them in the mail, let [staff member] know, so we can keep track of who has sent them out.

Step #6: Make sure you send out thank you notes to your supporters. Always thank those who give. You can do this before the trip or after the trip.

Sample Support Letter

April 1, 2025

Dear _____,

Greetings! I am writing to let you know that from June 1-7, I will be joining ten other persons from [church] to go on a short term mission trip to [city]. We will be assisting the work of [name of ministry] (you can learn more about their ministry at [website address]).

While there, our work will consist of house renovation projects in low-income neighborhoods. We will not know exactly what they need, as the ministry caters their work to the needs of individual homes, but it may include things such as replacing a roof or painting the exterior of a house. The ministry also puts a great emphasis on building relationships with the homeowners, so we will be getting to talk with them throughout the week and building a relationship for the sake of the Gospel as well.

[Name of ministry] will have a continual presence in the communities that we serve, as they have for the past 30 years. So we get to serve knowing that our work will just be one piece of a continual relationship and partnership.

The total cost of this trip for the whole team is about \$14,000, and I am responsible for raising \$800 of that. This covers our travel, lodging, food, activities, and everything else that [ministry] provides for us. Each team member has contributed 10% of his or her fee, and is responsible to raise the remaining portion. I would love for you to prayerfully consider partnering with us by supporting us financially. **Checks can be made out to [church].** If you would like to give, please send your gift by [date], and use the included support slip.

Whether you are able to support us financially or not, we covet your prayers. Please be praying in particular for safe travel, for us to take the initiative to serve those in need out of a heart for God and have the boldness to share the gospel to lost, for us to have teachable hearts and learn from [ministry], for team unity, and for God's fame to spread in [city]. Pray also that my relationship with the Lord will deepen through this experience.

Thank you for your partnership in the gospel. May God richly bless you and your family!

Grace and peace,

P.S. Here is a list of our mission team. Please pray for us!

[list participants]

Sample Support Slips

Yes, I would like to partner with [church name] and support the High School Mission Trip to [city] through a financial gift in the amount of \$_____. I am sending this support in response to a request from _____ and prefer that the funds be used to support this student. I understand that if this students ends up not participating in the trip, the funds will be used to support others.

(name of student)

Make all checks payable to [church name] with the memo line blank. All gifts are tax-deductible.

Send to:

[Church Name]

[Street Address]

[City, State, Zip]

Donor name and address:

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