

## Steps to a great mission support letter:

- Before you start:** Write your letter to inspire and inform. Depend on God to provide the funds. Pray for God's provision.
- Intro Paragraph:** Start off friendly and casual. Customize your first paragraph to fit your relationship with the person you are writing.
- Paragraph 2:** Explain some things that are going on in your life and tie it into your involvement at your church.
- Paragraph 3:** Explain the mission trip. Share what you are going to do, why you are going, and why your team is going.
- Paragraph 4:** Ask people to be a part of your trip:
  - By asking for them to pray for you. Emphasize that this is an important contribution.
  - By encouraging you as you prepare for the trip, and as you travel and minister.
  - By asking them to support you financially.
- Final Paragraph:** Thank them for the role they play in your life (custom paragraph) and let them know that you prayed for them as you prepared this letter. Make your conclusion one that conveys you would appreciate a response from them.

## Things to consider as you write:

- Be honest:** If a potential donor is not your best friend don't write to them as if they are.  
If you have not talked in a while, acknowledge this in your letter.
- **Share the mission (GROUP LEADERS:** work with your teams to develop this.)
- Group mission example:** To love the people of Mexico with the love of God through our actions and words.  
**Goals:**
  - To listen and learn so that our ministry can better support our partners in Mexico.
  - Develop a plan for your churches future mission efforts in Mexico.

- Personal mission-** Why do you feel called to go on this trip? Each person on the team must answer this question.
- Don't just ask people to give, ask people to partner with you .**

**Must be included:**

- Location of Trip:** Be specific. For example: Campeche, Mexico.
- Dates of Trip:**
- Cost of Trip:** (per person)
- Giving link:** In physically mailed letters make sure this is a short easy to type link. In electronically shared letter make sure it is an obvious hyperlink that people can easily click on.
- Giving address:** Leader provide the instructions (often the church address.)
- Giving instructions:** (Please make check out to your Church and put my name and Mexico Trip in the memo.)
- **Money due:** Give people a deadline by when they need to submit the money. Don't give too much or too little time. Set the due date a week or two before your trip. I have found mailing letter 6 weeks in advance works well.

Included with this checklist are two other documents. The first is a sample student letter. Feel free to use it to get ideas to help you with your student's letter. The second letter is a sample letter from your senior pastor or church leader that can be included with your student's letter. I have found that this additional letter is helpful in fundraising as it shows how our church leadership supports our students.