

Dear Friends and Family:

How are you doing? I hope that God is doing as many wonderful things in you life as He is in mine. I am having a wonderful year at Central High School, and feeling God's will to do more for the world around me.

I want to share with you a challenging ministry opportunity that God has presented to me. From June 10 through June 20 God has offered me the chance to go to Indonesia with a youth group from First Calvary Church. This 10-day missions trip will be reaching out and spreading gospel to the Indonesian people while also learning more about the people there and their culture.

While God has opened up a door for me to develop a greater heart of compassion for His people around the world, the exciting part is that you will be able to share in this compassion in several ways. First, you can help pray for me and my fellow students. We will need prayers that God will prepare us for our visit and bless our efforts as we minister to the people of Indonesia. We will also need prayers that our financial needs will be met. At this time we need to raise \$3,000 each to attend this trip, and that is quite a challenge!

Another way you can be involved is to help provide that financial support. Would you consider supporting me with a small donation? I have included a postage-paid envelope for you to use if you feel led to contribute. I will need to raise all my funds by May 1 in order to pay for airline tickets and other items. Please make checks payable to First Calvary Church. Whether you feel led to contribute financially, through prayer, or both, all of your support is appreciated.

I look forward to doing God's work in Indonesia and letting you know all about how God has worked through this team when I return in June.

God Bless,

Jane Student

**Sample Letter
Requesting Support for a Mission Trip**

Many people miss out on cross-cultural mission experiences because they do not know how to request support for their trip. Below is a sample letter asking for short-term mission support. Write your own letter with the correct details following this general model. Notice that there are 3 basic parts of the letter: 1) Describe the trip; 2) Invite people to participate through: a.) Prayer, and b.) Financial giving; 3) Thank them for considering your request.

Remember: You are inviting people to experience the privilege and joy of giving, and you are connecting them personally with God's work in the world.

Dear _____,

After prayer and consideration, I have decided to take part in a mission trip to Mexico this spring. The opportunity is offered through World Mission Initiative at Pittsburgh Theological Seminary. It will be a firsthand experience of life and ministry among the Tzeltal and Tzotzil people of Chiapas and Tabasco.

The main objective of our mission team will be to learn from our Mexican brothers and sisters, to see life and faith through their eyes, then to come home and share the vision. We hope to achieve this by working and worshipping alongside Mexican Christians. We will visit several schools where leaders for the Mexican church are trained. We expect to work side by side with Mexican Christians in the seminaries and Bible schools, and several of us will be asked to preach in churches. We will visit the Mayan ruins at Palenque to gain a better understanding of the Mayan history and culture. Our team of twelve will leave March 1st, from Pittsburgh, and return from Villahermosa on March 9th.

I am writing to give you an opportunity to participate in this ministry. Please consider praying for our team. Pray for the new friends we will make in Mexico. And pray for me: for health and protection on the trip, for my effectiveness in ministry and ability to learn new things from this experience. Pray that I will find the financial support to make this trip possible. Pray especially that I will return with a real vision to share with the church in the United States.

Another way that you can participate is to support me financially. The cost of the trip is \$1,000 per person. World Mission Initiative will pay half of the expense. It is my responsibility to raise the remaining \$500. I am trusting God to move in people's hearts, leading them to donate toward this mission trip. If you feel that you could participate in this way, please:

- a. Make a check payable to World Mission Initiative; *please do not write my name on your check.*
- b. Write "Mexico Mission" on the memo line.
- c. Send your check to me at the address on this letter.

I will deliver your check to World Mission Initiative and, because your gift is tax-deductible, Pittsburgh Theological Seminary will send you an acknowledgement.

Whether you are able to give financially or not, please pray for me from March 1st to the 9th. Thank you very much for considering my request.

Gratefully in Christ, etc.

Next steps: 1) Keep a list of people who have donated for you, and thank them in writing.

2) Share your story with those people upon your return.

Instructions

1 Address the request letter to "Dear Friends and Family." If you would rather make it more personal, type "Dear" followed by a blank space. Fill in each person's name as you prepare to send the letters.

2 Begin the body of the letter by explaining why you are writing. Say you want to inform the recipients that you are planning on going on a mission trip and you need their help. Tell them where you will be going, the dates you will be gone and the group organizing the trip.

3 Offer an overview to your friends and family of what this group hopes to accomplish on the trip. Describe the type of work that will be done and the broad evangelism goal. Talk a little about your personal expectations for the trip, too.

4 Describe the trip's major objectives in detail. Mission trips usually aim to perform some type of construction work as well as teach the people of an area about Jesus. Common objectives are installing indoor plumbing, building schools or [houses](#), and repairing roofs. Many mission groups also organize children's activities such as Bible lessons and games. Some mission groups provide immunizations and medical treatment.

5 Let the recipients of your letter feel your passion and excitement about the trip. If you feel that God is calling you for this mission, and you are eager to accept because you want to help others, share that with your readers. They are likely to be swayed by your strong feelings.

6 Ask for support. Tell the readers how much this trip will cost and ask specifically for help financially and in prayer. Let your friends and family members know that any [financial](#) amount given will help and will be appreciated. Include details like where to send payments and whether or not the donations are tax deductible.

7 Close the letter by thanking your family and friends for considering helping you. You might want to include something uplifting like "Until all have heard" followed by your name.

SUPPORT LETTER GUIDE LINES For writing your letter To raise prayer support for your ministry and financial support as the Lord provides.

1. Do make your letter personal. Be yourself in your writing expression, We encourage you to write why you are going and what you hope to see God do in and through you.
2. Do make it spiritual, but please be sensitive. Avoid preaching, sermonizing, or outlining biblical passages
3. Do use one or two verses that are appropriate to what the Lord is teaching you and doing in your life. Verses that support what you are trusting the Lord to teach you are good.
4. Do be specific and try to limit the letter to one page.
5. Do check your grammar, spelling, and punctuation. Have someone proof your letter.
6. Do make the letter appealing to the eye, original, and easy to read. Artwork, headings, and space will help the reader understand the message.
7. Do find out where the checks need to be sent and how they should be designated from your church and/or agency.
8. Do mention your financial need. Example: “The cost of this mission trip will be \$1,500 if you feel the Lord leading you to share in this ministry, you can make check payable to Frontline Missions and enclose a note designation to your name/name of mission trip i.e. Johnny Smith – Landmark 20099. Do mention the date by which you need your support to be raised.
10. Do mention where to send support, ****include the handout****.
11. Do remember to include your return address on your prayer letter.
12. Do make a copy of the letter for your team leader.