

Support Letter Suggestions

Mission trip support letters can be easy to write if you know what to include. Here are some quick tips on what to include, what to avoid and how to share your mission trip support letter.

First, when writing a support letter, concentrate on **why** and **how** you are doing what you do. When you write, you're doing way more than just asking for money and prayer - you're inviting someone to participate in your trip. While they probably won't be traveling with you, they will be providing support that you need while away from home. Keep this in mind as you write your letters.

11 WRITING TIPS

1. Keep it short. One page is plenty. Half of a page if you can turn it sideways and print two on a sheet of paper. We've attached a couple of sample letters.
2. Make it look as good as you can. Get help from friends to make sure that your letter makes sense and that it looks good. You can include a picture of yourself on the page. It is your picture that they will see first when they see your letter.
3. Proofread it. Have others proofread it. You "cannot" fix "errors" after it's printed.
4. Be interesting. Share why you are doing this and why you are excited about going.
5. Make it personal. Don't just copy and paste from another sample letter. People want to support YOU, so send them a personal letter.
6. Include some details. When is the trip? Where is the trip? How much do you need to raise? Don't forget to raise some spending money on top of your trip expense (ask your parents how much you may need). Gives dates for when you need your funds (allow time for sending your funds on ahead).
7. Make sure that people know that if they can't support you financially, that's okay. It's their prayer support that you really need the most.
8. Ask for prayer. Be specific about two or three things.
9. Be humble and respectful. Don't make your trip sound like a scary place. Also don't make it sound like a vacation. There will be enjoyable times, but our primary focus is on training you to be able to be a missionary someday.
10. Emailing your letters is okay. Handing them out in person is great too (ask your Pastor for permission **before** you hand them out at church). Using an envelope with a stamp is still a time-honored way - especially for your first letter. It gives your partners something to hang on their fridge.
10. Plan on writing three letters for this trip. One at the front (that's what these instructions are for). One just before you leave - to your partners (prayer and financial supporters), and a third before the end of the trip in NYC.
11. Remember to say "thank you". A great way to end your letter is with gratefulness for the people you are asking to partner with you in this mission trip. Thank them in advance for whatever way they choose to support you.

Instructions for sharing your letter

Think about when to send. A good time-frame for many mission trips is about 3 months before your trip. Consider that you don't want to send it so early people forget about the trip by the time you go, but you also want prayer for your team's preparation process, not just the actual trip. Also, consider when you need financial support to arrive and plan accordingly.

Intentionally pick your people. Don't forward your support letter to all your Facebook friends. Instead, take 10 or 20 minutes to think through whom you should send your support letter to. A few groups of people to consider include family, friends (even if they don't have money to give you), people you know from church, people you know from school, people you want to invite to know you better, etc.

Don't overload someone. When requesting financial support coordinate with your team to make sure the same family in your church doesn't receive 20 letters from 20 different mission trippers.

Use snail mail - especially on your first letter. There's something meaningful about getting a support letter in the mail. When you put it in an envelope you could even include a separate picture asking for prayer during your trip. Who knows - you might wind up on someone's fridge.

Sending support letters is an important part of your mission trip process. They begin a story that you get to continue telling after the trip! Include others in your story by writing a really great support letter.



February 14, 2006

Dear Friends and Family,

As most of you know, the Lord has given me the opportunity to go to Dublin, Ireland this summer and work with the Ray Williams family (missionaries with Mt. Abarim Baptist Mission). The first week in Ireland, I will be spending my days passing out a tract called "the torch". We will be going out in groups of 2 or 3 people. The second week I will be helping in their Vacation Bible School program and a teen revival. I'm very excited to see how the Lord uses me in His ministry in Ireland!

I would really like to go, but I must raise my support first. I'm required to raise \$1,000 for a round-trip plane ticket as well as funds to cover the passport and other expenses. I realize that not all of you can help financially, but from those of you who are able, your help will be greatly appreciated. The dates I will be over in Ireland are June 23 through July 8, so I will need to buy my tickets in early March. My Pastor (Pastor Carr) has said that you could send a check made out to Fairview Baptist Church - for Holly Matthews - and you will receive a tax deduction for your gift. Regardless of your financial support, I need your prayers the most.

I have always been interested in being a missionary. I am honored to have this opportunity to be used as a vessel "fit for the Master's use". This trip is a wonderful chance for me to see firsthand how missionaries really live and work, and to see if the Lord would have me be a missionary someday. I'm excited to meet the people and to become a part of the ministry there for 16 days.

Again, thank you for your thoughts and prayers!

Love in Christ,

Holly Matthews

Summer Missionary to Ireland

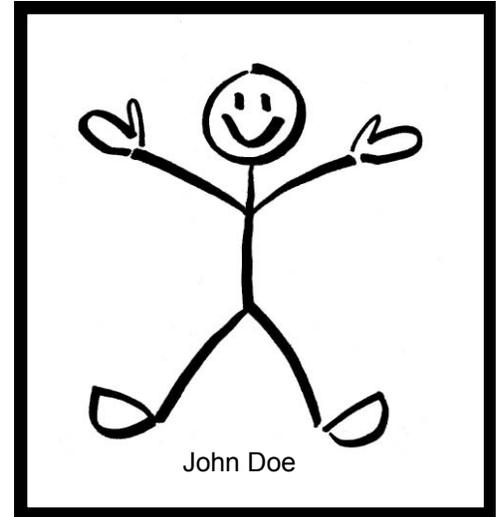
hollymatthews@fairviewministries.com

Dear _____

Date _____

Recently I made a decision to go on a short-term missions trip with Mt. Abarim Baptist Missions. I'm excited about the opportunity God is giving me to share the love of Jesus in NYC and I'm writing to tell you more about it and how you can be involved.

"Why NYC?" you might ask. "Aren't they already reached?" NYC has a population of over 8 million people. It is a huge multi-religious / multi-cultural population with a very small Christian population. People are hungry for truth, for love and for hope.



"How then shall they call on him in whom they have not believed? and how shall they believe in him of whom they have not heard? and how shall they hear without a preacher? And how shall they preach, except they be sent? as it is written, How beautiful are the feet of them that preach the gospel of peace, and bring glad tidings of good things!" (Romans 10:14-15)

OK, here are some details for you. I will be going to Southland Christian Camp in Louisiana to participate in a Missionary-In-Training program. While at camp, we will be taught all kinds of things about being a missionary. These will range from practical things (how to share the gospel, cultural training, ethnic appreciation, etc.) to spiritual preparation (sharing your testimony, prayer-life, spiritual warfare, etc.) The next week, we'll practice what we've learned in NYC. This M.I.T. program last 12 days and I'll be away from June 6th - 17th.

I am going to need lots of prayer for this trip. I already know that prayer is really key to a successful ministry. I also need prayer for me personally to stay looking to God and that God will be able to use me to show others what Christ can do for them.

I also need financial support. My trip will cost about \$1,250 and I am trusting God to supply my need for His work. I also need an additional \$200 for spending money, souvenirs and stuff like that. If you are able to give financial support or are willing to pray for my ministry this summer, please let me know because I need about half of the funds before mid March.

In closing, I would like to say thank you for reading this letter and for considering my needs for prayer and financial support. Please contact me if you have any questions. I am extremely excited about this ministry opportunity and hope you can share in my excitement.

In His Service,

(include your contact info)