



How to Write Support Letters

Tips for Getting Started.....

1. Don't panic!
2. Seek the Lord as you look to Him to provide your finances.
3. Make a list of individuals, churches and groups with whom you can share the news of the trip
 - Family: immediate and extended
 - Church members, pastors, youth leader, mission committee members
 - Work associates: current and past
 - Close friends and neighbors
 - Acquaintances from school and other social circles
 - Friends and contacts of parents and/or spouse
4. Prioritize your list into "Top 10", "Second 10", "Third 10" and so on
 - Aim to compile between 50 and 75 names
 - Those in your "Top 10" will potentially provide 2/3 of your financial support
5. Pray over your list of potential supporters before taking any action
6. Don't be afraid to be open about the amount of money you need to raise
7. Consider the best way to contact the people on your list, set a target deadline for making contact and get started!
 - Informal, face-to-face meetings
 - Email or social media appeals (we would need a check with address to issue tax exempt letters)
 - Group presentations
 - Phone call followed by a support letter with response card and envelope
 - Support letter with response card and envelope
8. Follow-up with anyone who expresses interest in your trip
9. Keep a detailed list of all those who send support, including address, date, amount and check # (information is taken from reports of your donations provided by your church)
 - Important to send a thank you letter and pictures after the trip
 - Consider sending a brief note of thanks before leaving to let them know you received their support
10. After your trip, be sure to send a letter of thanks, describing the trip and letting them know how much their support meant to you. Be sure to include pictures and examples of how God worked during your time in Nicaragua!

Support Letter Content:

Let your team leader review your support letter before mailing it. You will have donors mail checks (made out to Peace and Hope Frontier Mission) to your home and you will keep a tally of your donations (name, address, date and number of check – see Personal Fundraising Spreadsheet) and give the donations to your team leader. Your team leader will mail your raised funds to Peace and Hope Trust every few weeks, keeping in mind the funding deadlines and will track your support raising efforts. Your support letter should include the following information:

- The name of the project
- The fact that this is a project organized and sponsored by PHFM
- Why you decided to participate
- How your supporter may pray for the trip and support you financially
- Date that you need airfare, total support, depart and return
- Your mailing address
- A copy of the following paragraph—

“The policy of Peace and Hope Frontier Mission, Inc. requires that checks should be made out to *Peace and Hope Frontier Mission, Inc.* Your gift is for the project and will not be refunded, even if for some reason I am not able to participate in the trip. Rest assured that 100% of all gifts given will be applied to the project or ministry of *Peace and Hope Frontier Mission*, regardless of any other circumstances. Please write ‘Nicaragua’ in the memo line of the check; do not write my name on the check. Simply attach a sticky note with my name to the check. If your gift is less than \$250 your cancelled check will serve as your tax receipt. You will receive a receipt from *Peace and Hope Frontier Mission* if your gift is \$250 or more, per IRS rules.”

Remember....

- Keep it brief and neat.
- Make it interesting and be creative.
- Provide information about the project purpose, dates and funding deadlines.
- Include prayer requests and be thankful.

Support Letter Example:

Dear Friends and Family,

Southway Church's upcoming trip to Kenya affords the best opportunity we have yet seen to have large numbers of people come to the Lord. The scenes of our previous trips, Spain and Mexico, were very hard fields; Kenya is much more open. I will be leading a group of 15 people (including myself) from Southway Church to Kenya this summer.

We will be going there to help our missionaries, Doctors Nate and Kim Smith, reach out from the Kijabe Medical Center. Some members of the team will help the outreach by training the staff at Kijabe in the areas of their medical specialties. For the rest of us (non-medical people) the Head Chaplain has thrown open the ministries of the Kijabe Medical Center.

We will share the gospel and the comfort of God with patients at their bedside. We will sing and preach at noon evangelistic services at the hospital. Through the Mobile Health Clinics, we will take the word of God and infant inoculations to little towns where the children have never seen a white man.

We then will minister to the refugees from tribal conflicts in the settlements of the Elementaita area (specifically Oljorai) with medical work and a crusade for which we will provide the preaching and the music.

We also hope to meet up with AIM missionaries who work with the Maasai tribe near the Maasai Mara, and encourage them in their work.

We believe that God will work in us and through us on this trip, and afterwards in the life of Southway Church. If you would like to support us in prayer and/or financially, we'd be very grateful. The total cost of the trip is a little over \$2000 per person. Though the trip doesn't leave until June 22, we have to buy tickets and make other preparations now, so we need your prayer and financial support now, as the Lord leads you. Please make any check out to Southway Church, write *Kenya* on the memo line, apply a sticky note with my name on it and send it to my home at 125 Main St., Pleasantville, PA 19551.

[Peace and Hope Volunteers would insert paragraph from previous page.]

Please pray that:

- the missions involvement of the group will grow beyond their participation in the trip.
- all of the trip's financial needs (about \$2000/person) will be met in a timely fashion.
- God would keep us safe.
- all of our passports and other documents could be processed in time.
- the group would work well together.
- we would encourage our missionaries, Nate and Kim Smith and others whom we contact.
- we would encourage the Kenyan church.
- God would prepare the hearts of those who will hear us in the crusade at Oljorai, and during the evangelistic meetings and contacts in Kijabe.

Thanks for your prayers and support!

Support Letter Example:

Dear friends and family,

Can you envision a land where cows are holy, animal sacrifices are a weekly occurrence and human cremations take place daily? I want to share with you a challenging ministry opportunity God has presented to me. During March 28 - April 10, I will be going to Bangkok and Nepal with a team from First Christian Church.

Our two-week trip will focus on Hindu and Buddhist cultures in this area of the world that is often referred to as 'the heart of darkness.' The purpose of our trip is fourfold:

- First, we will be allowing God to work in our lives through the personal enrichment that comes from this type of a mission trip.
- Second, this Prayer Journey will help us focus our individual prayers by traveling to a foreign land and praying 'on-site with insight.' We will pray for the Hindu and Buddhist people that God may open their eyes and hearts to the message of Jesus.
- Third, we will be visiting an 'unreached people group' of which less than 1% is Christian. First Christian Church has adopted the Newar people group and is assisting in bringing them the gospel. We will be working with some Newar churches to help them grow in their Christian walk.
- Fourth, we will encourage local Christians in Bangkok and Kathmandu. Our presence will bolster their spirits and support their work. We will visit many small villages in Nepal where we will develop relationships with the Christians there.

I'm excited about the opportunity and experience that lie ahead. I hope you see the value in what we will accomplish. As you can imagine, a trip like this requires financial support from a number of people. I need to raise \$3,000 by March 20th. If you can support me in a financial way, I would be very grateful. And, most importantly, I also need your prayer support. Prayer is the fuel that will allow us to be successful as we follow God's leading in ministry in these countries. Without prayer, nothing will happen. If you would like to be part of this mission through your financial support, send a check to my home address at 100 Western Ave., Cedar Hill, TX 75104. Envelopes are enclosed for your convenience. Please make your check payable to First Christian Church, write "Nepal" on the memo line, apply a sticky not with my name on it. All contributions are tax deductible.

[Peace and Hope Volunteers would insert paragraph from page 2 of this section.]

While money is important, it comes in a distant second to my need for your prayer support. Since prayer support is so important to the success of this mission, I would like to know if I can count on you in that area. Enclosed is a bookmark that you can put in your Bible, on your bathroom mirror, on the "fridge", or anywhere else you will see it at least once a day. Please pray daily for the areas listed.

Follow-up Reminder Letter:

Wednesday, May 1

Praise the Lord! He has done great things! These past several months have been a growing experience for me. The Lord has shown Himself to me in mighty ways.

When I made the decision to send letters out to family and friends requesting prayer and financial support for a summer on a mission field, I wondered how God would choose to touch the hearts of each of you, the people that I placed on my support list. Would you feel led to give financially or to pray, or to participate in both? I knew that only time would tell.

Just one week after sending my letters out, I received three checks in the mail. Over the next several weeks, I received many more responses containing both financial and prayer commitments. Each day I couldn't wait to run to the university commons to check my mailbox. The excitement of seeing a response thrilled me and it still does. In just a short period of time I had received \$1,350.

I began to see God's faithfulness working. I had prayer commitments for safety, for health, for adjustment, for spiritual growth, and so many more. What an encouragement to know that people all over the world were praying for me! Just this last week I received \$1,475! That means I now have only \$672 left to raise before May 15. Praise the Lord!

Nursing school has been demanding this semester. However, I've taken time to meet with a small group of three other girls each week for spiritual fellowship and to pray for this summer. I have seen God's faithfulness working through each of their lives.

To prepare for overseas travel I have had to deal with lots of details. I got my passport renewed and even got an International Driver's License. Next week I'm going to the State Health Department to get my Yellow Fever vaccine.

As my departure date nears, I am becoming more and more excited! I'm excited to meet my teammates, taste new food, learn or try to learn a new language -- French -- and hopefully see wild animals when I get to Africa. And, of course, I'm excited to be able to minister to and to be ministered to by the people of Cote d'Ivoire.

Please pray for my team and for me. I have enclosed a picture card for you to post as a reminder to pray. I will be sending out an update either during July or when I return. So keep your eye out for something special. Thanks again for your prayer and financial support! See you in August!