



### **SAMPLE LETTER #1**

Dear Aunt Millie,

I know it's been a few months since we have talked. Things in my life are going well. I have been.....

A new opportunity for me has come up. I feel led to go with my church on a Service-Learning Trip to ..... We will be doing .....

I am excited about this because..... Our trip dates are .....

Would you be willing to prayerfully consider supporting me in both prayer and finances? The cost of the trip is \_\_\_\_\_. I am planning on contributing some out of my own resources, but am reaching out to my circle of friends and family to join me in this project.

If you are willing and able, please feel free to write a check to OCC (Overlake Christian Church) and use the enclosed SAS envelope. Please do not write my name in the memo line if you would like a tax deduction. If you would like to give online, you can do that by going to [www.occ.org/give](http://www.occ.org/give). You will see our trip in the drop-down menu.

I will send you some updated news on how the preparations are going and then what we experienced while on the trip. I appreciate your prayers and any support you could send. Thanks for joining me in this.

Sincerely,

## Sample Letter #2

Date

Dear Family & Friends,

God is leading us in a new direction, to join a Service-Learning Team to East Asia. We will be leaving November 1st and will be returning November 12th.

Our purpose is to:

- prayer walk for insight on reaching the city for Christ
- gather and experience logistical information for future teams (hotels, restaurants, city maps, key locations, etc.)
- be available for opportunities that God provides (meeting with business people, doing English corners, conversational English classes, etc.)
- develop new friendships with a couple of people
- give out Bibles or Jesus films to those new friends
- come back and mobilize others to get involved for future trips

In order to make this trip possible, our church has asked us to assemble a Partnership/Prayer Team....people like you who can partner with us financially and/or would be willing to pray for us and the success of the trip. The total amount that we need to raise is \$2000. This amount includes travel expenses, food, lodging, and ministry materials. It is recommended that we have our support raised by October 1<sup>st</sup>. All gifts are tax deductible and your check needs to be made payable to Overlake Christian Church with the words "East Asia Trip" written in the memo section of your check. We have enclosed a self-addressed envelope to mail your gift back to us which we will deliver to the church to ensure the proper accounting of your gift.

We would appreciate your encouragement and prayers as we prepare for the trip and especially in November during the trip. Please pray for the financial needs of the team, good communication and teamwork, for our Christian witness to the people of East Asia, and for our strength, health and safety.

If you have any questions or would like more information about the trip, please don't hesitate to call or e-mail us. You can reach us during the day at (XXX) XXX-XXXX or e-mail us at XXXX@aol.com.

Thank you so much for reading our letter and supporting us.

In Christ's Service,

### SAMPLE LETTER #3

Dear Friends and Family,

I write in appeal for your love, prayers and assistance in an incredible opportunity I have this coming November to travel to Thailand with a group of Godly people to minister, love and bring hope to those who have been trapped in human sex-slave trafficking.

I can only imagine their despair. I am eager to be a part of this work with others from local churches and the community to put an end to this deplorable injustice!

On the ground, some of the initiatives include support and counseling, safe transitional housing, education, job training and placement opportunities for those trapped in this life of horror. Not Abandoned, a non-profit organization, along with Overlake Christian Church continue to fight to raise money to end this war on human sex trafficking through local charity events and donations.

This brings me to an important part of my letter. With your loving help, in order to go, I need to raise \$3000.00. God has put this on my heart but I cannot do it without your assistance! I'm asking for you to prayerfully consider what you can send. Any amount is so appreciated.

For those who have already sent their support donations, I am grateful. Thank you!

I have approximately \$1000.00 raised but need the remaining \$2000.00

Time is at the essence! Please do not delay!

Two simple ways are available in which you can assist me. Your donations are tax deductible if you write your checks to Overlake Christian Church. Please do not write my name on your check. Or you can give online at [www.occ.org/give](http://www.occ.org/give) and you will find my team in the drop-down menu.

You may also contact me if you have any questions. I can be reached at 000-000-0000 or by e-mail: [myname@gmail.com](mailto:myname@gmail.com)

With humble regards,

## SAMPLE LETTER #4

Greetings loved ones!

I believe with all my heart that God calls me to follow Him in short term missions. With that being said, I am writing to let you know I am planning on leading a very small team to Asia in May. Our goal is to support a Godly woman who has been in country for a while and established a women's center which fulfills a desperate need to minister to Muslim women who have been in abusive situations, endured hardships, depression etc.

Each day, we will spend time in front of our Lord asking His guidance and strength! We will be praying for the women and their families, we'll pray for their hearts to hear and know God's indescribable love. I hope to begin with at least one prayer walk around the neighborhood where the center is located. I know from years past, prayer walks in the name of Jesus produce great results. We know that God goes before us and prepares the hearts of those He knows will be open to finding his peace and love. We want to establish relationships with the women, shower them with love, joy and offer hope.....the hope of the cross.

We are delighted about the suggestion of doing some crafts with them and I am planning a tea party for our last day! How fun will that be?

I'm very excited about the team members, women I highly respect and esteem. A small team is perfect!

Our goal is to leave May 2nd and return by May 9th. I ask for your support! Your prayers and financial support are vital! Any amount will help so please pray about what God is putting on your heart to give. Making your checks out to OCC (Overlake Christian Church) allows them to be a tax deduction for you. Included is a self-addressed envelope.

As you can see by the date of this letter, time is VERY short for raising funds needed. The cost of the trip is \$2200.00. I am praying over each letter that is sent that you will prayerfully consider supporting this effort.

Please feel free to contact me by phone or e-mail. Both of which you will find at the close of this letter.

Blessings and love to you!

Cell:

E-mail: