

# HOW TO WRITE A SUPPORT LETTER

1. **PRAY:** Talk to God about who He wants you to send support letters to, and what He wants you to include in the letter.
2. **WRITE:** Write the letter, with help from the model support letter. (Next Page)
  - Write what is on your heart - why is God calling you to be a part of this mission trip? Express passion, excitement, fears, etc.
  - It is always best to keep a support letter to one page. (Most people don't like to read more than a page.)
  - Throw a photo or two in there, one of yourself, one of people you'll be ministering to, etc.
  - Remember to include the addressed envelope! (It wouldn't hurt to "go the extra mile" by putting a stamp on the enclosed envelope!)
3. **BRAINSTORM:** Think of as many people as you can to send this support letter to (you should send letters to at least 15 people).
  - Family members / relatives
  - Family friends
  - Parents of your friends
  - People from church
  - Teachers
  - Youth leaders
4. **PROOFREAD:** Be sure to proofread your letter multiple times.
  - Check spelling, etc.
  - Have your mom, dad, youth leader or friend proofread the letter!
  - Remember, we're going for excellence here!
5. **SEND:** Send the letter ASAP!
  - The sooner the better!
  - Remember to write down all the addresses and names of those you send a Support Letter to and keep a record of who sent you something back.
6. **SAY THANKS:** ALWAYS, and I mean **ALWAYS**, say "Thank you!" and write thank-you notes!
  - Once Before the trip: This is a letter that will express your thankfulness and excitement about the mission trip!
  - Once After the trip: A letter which talks about what God did in your heart and life during the mission trip and thanking your supporters once more! Include some fun photos, a little souvenir, etc.
7. **REMEMBER:** When someone supports you, it's like they are going along with you on the trip without actually going, so make sure you keep them in the loop... make them feel like they are with you. Also, don't feel discouraged at all if someone can only commit to supporting you in prayer. Prayer is the same, if not more important, than supporting you financially.
8. Please contact **Preston** if you or your parents have any questions! Or if you want a "support letter proofreader" or need him to help make it look pretty with photos, a cool background, etc. ☺ 970-799-4108

## SAMPLE SUPPORT LETTER

**NOTE:** This is an example letter that will help you create your own. You should use language that makes it personal from you. Treat it like a letter you would write to a friend, and include the important things shown in this sample.

- *Dear Ken and Sue,* (Handwrite this part)

- **(Intro Paragraph: Start off casual and comfortable...)**

Hello! I hope everything is going well with you. I can't believe another year is almost gone! It's been too long since we've spoken, and I just wanted to reconnect, and let you know about some of the great things that are happening in my life.

- **(Paragraph 2: An explanation of the mission trip)**

This coming summer, June 11<sup>th</sup> – 19<sup>th</sup>, 15 of us high schoolers from First Baptist will be heading to Eureka Springs, Arkansas on a missions trip. We will be teaming up with TEAMeffort Missions to bless the families of Eureka Springs with group projects including a mixture of roofing, painting, wheelchair ramp construction, children's ministry and more!

- **(Paragraph 3: Make a request for prayer, emphasizing the importance prayer will play in the success of the trip)**

I'm very excited because this trip provides an opportunity to meet the physical and spiritual needs of a community that is desperately in need. More than anything, I would value your prayers for our team and those whose lives will be touched by God through us. I believe that God answers prayers, and I'm asking you to pray for safety, good health, smooth travel, and financial support. Just knowing that you will be praying will give me peace as I go into an unfamiliar place.

- **(Paragraph 4: Invite them to participate financially, Include a self-addressed envelope)**

Along with your prayers, if you are led to join me by financially supporting this mission, I would be grateful. I need to raise a total of \$500 to cover the cost of the trip and I want to extend an invitation to you to participate. To make it as easy as possible, I've included a self-addressed envelope. This is a journey that God has called me to and I would greatly appreciate any level of support you are able to offer. Please make any checks out to First Baptist Church with my name on the "For" line.

- **(Final Paragraph: Thank them for their time and let them know you'll be praying for them. Be sure to make it a "hope to hear from you soon" conclusion that expects some sort of response)**

Again, I really hope things are going well for you. I'd love to hear an update on what's going on in your life if you have the time. I will definitely be praying for you. Thanks so much for taking the time to read this letter, and if you have any questions, please let me know. Take care, and I hope to hear from you soon!

*Tell Frank I said Hey! Miss you guys! Love, Sally* (Leave space at the bottom of your letter to handwrite a sign-off and closing signature. You want as many personal touches as you can on there.)