



Template for Support Raising Letter

Introduce yourself and be sure to include a picture. Explain where you are going and what you will be doing. What churches will you be involved with? Who else is going? When are you leaving and when are you returning?

How much will your trip cost? Tell how much you are personally able to contribute toward the cost of the trip. Are you working to earn money toward your trip? Are immediate family members contributing toward your trip? These help the recipient feel comfortable that you are doing all that you can to minimize the need to raise outside funds.

Be sure to mention that you will report back to all your sponsors when you return and give them an update of all that you accomplished on your trip.

For example,

Out of the \$3,500.00 need for this trip, I plan on raising \$600.00 through work, \$500.00 from my immediate family members, and I need to raise an additional \$2,400.00 to be able to go on this trip.

Include a self-addressed stamped envelope to each recipient addressed to CFC, PO Box 5 Madrid, NY 13660 and write the name of the missions trip (like Dominican Republic Missions) somewhere on the front of the envelope to assist our office staff in mail sorting.

Include a tear-off portion on the bottom third of the letter.

Include your name to assist our office staff:

Jeff Smith – Dominican Republic

Please check one of the following boxes: (suggesting amounts works the best)

- \$30.00
- \$50.00
- 100.00
- other amount _____

Please respond by June 22, 20xx (giving a due date of about 2 weeks after the sending out the support letter is a good idea)

Thank you for your support.