



How to Write a Support Letter

First make a list of all your potential sponsors. Think of everyone that you know. It may help to grab a list from a recent family wedding list or use your family's address book to help jog your memory. If you limit yourself to only Christians or those you feel will give, then you may disqualify those God wants to become sponsors. So grab a pen and make a list of at least 50 potential sponsors.

Here is a list to help you begin brainstorming:

Family/Relatives	Friends	Church
Stores you frequent	Bible Study Group	Coworkers
Teachers	Local Christian Businesses	School Friends
Local Missions Groups	Address Book	Hairdresser
Members of Clubs you belong to	Your local Bank	Business Associates

Second, read and follow the guidelines below as you begin drafting your short, personal letter that will present your trip to these potential sponsors. Be sure to limit this letter to one page, so you don't overwhelm your readers.

Guidelines for your Support Letter

- A specific date of when the letter was written
- A greeting to each person you are writing to. Try not to be vague with "Dear Family and Friends," a letter is much more personal when the greeting is specific such as "Dear Aunt Sally." Also, include a cordial greeting like "I hope you are doing well."
- A brief introduction to your trip with information about the country/culture you are going to. Where are you going? Why are you going on this mission trip? What do you hope to accomplish?
- Briefly state information about the sending organization. If you are going with your church through MP, then let them know that your church team is going with MP. If you are attending an MP program directly through MP, then you can add that you are going with a mission agency, Mercy Projects, which has been working in Eastern Europe since 1980. This will help your sponsors know they can trust your sending organization. Feel free to include our website (www.mercyprojects.org) if they want to learn more about the ministry.
- Ask for prayer support. Let the reader know that you are developing a support base for both financial and spiritual support.
- A statement of cost/need. Be sure to include the application fee, trip cost, and airfare in the amount.

- Encourage the reader to respond before your deadline. Be sure to let them know that your money is due to MP (or your school or church) and include the date.
- Include clear instructions on how contributors are to respond, including the following information (if your leader has instructed that funds will be sent directly to MP):

“If you feel that God has laid it on your heart to support me on this mission trip, then please make your check payable to ‘Mercy Projects and put it in the enclosed envelope with the enclosed Donor Return Card. Due to IRS regulations, my name may NOT appear anywhere on the check in order for you to receive a tax-deductible receipt; so be sure to include the Donor Return Card or a note with my name to ensure the gift is credited towards my trip. Please mail all financial support to:”

**Mercy Projects
PO Box 685
Murrieta CA 92564**



- Make Checks Payable to “Mercy Projects” (Unless your school or church group has decided otherwise; check with your team leader or MP representative).
 - MP provides special Donor Return Cards to team members to send out to potential sponsors. Make it easy for sponsors to respond and send donations! Download a blank card online with this packet or contact MP for a PDF of a personalized Card.
- End your letter with a sign of gratitude and appreciation. They have already taken time to hear your request so now we need to leave it to the Holy Spirit to lead them in their giving. Whether they give financially, spiritually through prayer, or even if they do not respond, you should be thankful for the opportunity to share the need in the country you are going to.
 - Include a closing and signature.

What Next?

Once you have completed your letter and mailed it to your friends, family, co-workers, etc... then track your donations using the “Support Tracking” form. This form will help you to keep track of how much money you have raised, how much more you need, who you have thanked, and who you need to send a report to when you return from your trip. It is important to show your appreciation before and after your trip and remind them that they are helping fulfill the Great Commission by enabling you to go. They are a vital part of this entire short-term mission process. MP will supply you with reports of the donations that are received (by their office) on behalf of your participation on this trip.

Sample Support Letter

(Customize your letter by at least editing highlighted sections!)



April 1, 2099

Dear (insert name here),

I hope you are doing well. I am very excited to share what God has been doing in my life! The Lord has been shaping my path and my thoughts by leading me to an opportunity to go on a mission trip to (Insert Country). Although I know I can't share Christ with every one of the 3 million at-risk children in Eastern Europe, I am looking forward to ministering to the orphans and at-risk children who attend the Mercy Projects camp this (enter season; summer, winter, fall, or spring). (Note: take this time to share specifically what you will be doing on your particular trip; this may differ if it is a orphanage rather than a camp). I am praying that God will let me witness a revival among the children who so desperately need to hear the gospel message for salvation. The dates of our camp in (insert country) are (insert dates).

Through the partnership of an organization called Mercy Projects (MP), which has been around since 1980, and the (school or church) I am attending, (insert name of school or church name), we are reaching out to these at-risk children and ministering to both their practical as well as their spiritual needs. Please pray for me during this time, as I know that I will need God's protection and wisdom throughout this trip.

In order to reach the people of (Insert country) for Christ, there are both prayerful and financial responsibilities that come into play, and I would like to invite you to become involved. My full trip cost is (insert amount). Funds for my trip are due to the MP office by (insert date).

Will you please prayerfully consider supporting me with a financial donation as well as prayerful support? If you feel that God has laid it on your heart to support me on this mission trip, then please make your check payable to "Mercy Projects" and put it in the enclosed envelope with the enclosed Donor Return Card. Due to IRS regulations, my name may NOT appear anywhere on the check in order for you to receive a tax-deductible receipt; so be sure to include the Donor Return Card or a note with my name to ensure the gift is credited towards my trip. Please mail all financial support to:

**Mercy Projects
PO Box 685
Murrieta CA 92564**

Gifts may also be given online via credit card at www.mercyprojects.org ("Donate" tab)

I am very thankful that the Lord has called me to this ministry, and I would like to thank you for partnering with me through prayer and possibly financial support. I am looking forward to witnessing God's amazing plan for (insert name of country)! I will send you an update when I return. Please feel free to contact me if you have any questions whatsoever about the trip, and again, I cannot thank you enough for your prayers and generosity.

Consumed by His call, (Insert your name here)