

SAMPLE FUNDRAISING LETTER

Dear Chris and Jane,

I have committed to go with Trash Mountain Project on a mission trip to the Dominican Republic from December 14 - 21 this winter. I will be serving the children and families living in the trash dump community in Santiago, Dominican Republic by showing Christ's love through repairing homes for families and expanding the facilities of Kids with a Hope, the Christian school that we are partnering with.

My reason for writing is not only to share my excitement, but to ask you to be my partner in this endeavor by becoming part of my support team. Would you please commit to pray for me? I also ask you to prayerfully consider helping support me financially. I still need to raise approximately \$1,750 by November 15 to cover the expenses for this mission project. The money I am earning from work, along with your financial support will help me as I go.

If God leads you to help with my financial support, you can send your tax-deductible check to Trash Mountain Project. Please indicate the check is for the trip of James Doe.

I sense a clear call from God for me to go on this mission trip, therefore I am confident He will provide the means. So, if you cannot give, I understand. Most importantly, I am asking that you support me with your prayers. Mission work is spiritual warfare, so it is important that I have a strong team of intercessors who will uphold me. Since I am inviting you to join my mission support team, upon my return I will share a report of the things I see God do as a result of your prayers and support. Whether you are able to assist me financially or not, I would love to hear back from you.

IDEAS TO THINK ABOUT:

- Add an updated picture of yourself
- Put Trash Mountain website where they can learn more
- Have a friend look over your letter before sending
- Include a return envelope
- Collect their e-mail address on a form when they donate so you can keep them up to date
- Set a deadline of when you need the money
- Add a personal note to each letter (it goes a long way!)

WHAT TO DO WITH YOUR LETTER

Once you compose your letter, your work is only partially done. Now you must decide to whom to send it, and you should set up a record system so you will know to whom you need to send thank you cards and other follow-up correspondence.

1. Develop an address list of the people to whom you want to send your letter. This list should include those you think will be interested in what you are doing, and people you feel comfortable in inviting to be a part of your support team. Likely ones to add to your list include: family members, church friends, churches, Sunday School or Bible study groups you have been a part of, high school and college friends, social clubs of which you are, or have been a member. Be sure to keep a copy of your address list or database once you develop it.

2. DO NOT FAIL TO THANK PEOPLE FOR THEIR HELP!

As you begin getting responses, go to your address list and record what you receive from the different people on your list. It is also a good idea to send them a thank you card or letter the same day you get their donation. That way, you are more certain to do it than you are if you wait until you have several letters to write.

3. Send a report letter to your supporters when you return from your mission trip. Another reason you need to keep your address list is so you can send a follow-up letter to each of the people you invited to be part of your support team. Even if they do not provide financial support for you on this trip, many of them will pray for you, and they will be interested in knowing how your trip went. Also, if you are faithful in keeping them informed, they will be more likely to help you on your next mission trip.