



HELPING THE WORLD KNOW CHRIST THROUGH HIS WORD.



Writing a support letter is one of the easiest ways to get the word out about your trip. By sending out a letter to family, friends, church members and others, you are giving them the opportunity to invest in your life both spiritually and financially.

### **POTENTIAL SUPPORTERS:**

Using the list below, begin brainstorming a list of about 50-100 people to whom you could potentially send letters. Try your best not to pre-qualify people (i.e., I doubt they'll give or They're wealthy, you know they'll give).

- Family
- Friends
- Coworkers
- Employers
- Neighbors
- Church members
- Classmates

### **OUTLINE FOR SUPPORT LETTER:**

As you begin writing your letter, make sure you clearly and concisely explain the purpose of the letter. Keep some of the following guidelines in mind.

#### **Identify yourself and bring the reader up to date with what is going on in your life**

- Where you are living
- What school you attend
- What year you are in school

#### **State the purpose of the trip**

- Include the location to which God has called you to serve
- Share information about the partners and their ministry
- What year you are in school

#### **Explain your personal vision for the trip**

- How God led you to be involved
- What you will be doing
- What you expect to learn from your experience

#### **Describe your specific needs**

- Ask them to join you in prayer
- Explain the financial support needed
- What you expect to learn from your experience

#### **Clearly explain how they can donate**

- Mail a check to Servant Life P.O. Box 36307 Birmingham, AL 35236
- Make an online donation at [www.servantlife.com/donate.php](http://www.servantlife.com/donate.php)
- Make a donation through another online payment method such as PayPal
- Include a deadline for giving

#### **Share your appreciation for their time and support**

### **HELPFUL HINTS:**

- Give an idea as to the size of gifts they can give - \$25, \$50, \$100, etc.
- Provide disclaimer such as any gift amount will be helpful
- Gifts of \$50 or more will qualify as a tax-deductible gift and should be made out to Servant Life. Be sure that your name is not on the check anywhere in order for the donation to be tax-deductible. Attach a note that states your name with your letter, so it can be mailed in with their check.
- As you receive donations, do not forget to send a personal, handwritten thank you note to each supporter.
- Include Bible verses that may have impacted your spiritual walk and/or show the importance of doing missions.
- Send out postcards, featuring a photograph of you or the country, to supporters that give specific ways to be praying for your trip and allow them to stay connected to your ministry.