

Port City Community Church Mission Support Letter Template

Date _____

Dear _____:

[First paragraph should tell your reader why you are writing this letter to them – to request financial assistance for your mission. *Example verbiage: I am writing to ask you for your financial support for an upcoming mission trip I am making to location, dates.*]

[Explain the mission. *Example verbiage: On this mission trip I and the other team members will be continuing construction on the Training Center located on the Southern Coast of Costa Rica. Due to Costa Rica's political neutrality, people from all countries, even those that are considered "closed" to the gospel, are able to travel in and out relatively freely. Pastors and missionaries from all countries can come to this training center and receive training and spiritual nourishment that will equip them to continue their ministries and spread the gospel further.*]

[Personalize the experience – is there anything else, anything special your team will be doing? *Example verbiage: In addition to the time spent doing construction, I and the other team members will have opportunity to interact with people in this community. We pray that we will be active witnesses of God's love, joy, peace, and hope to them.*

[State the cost of this mission, explain the financial commitment that you are making in order to take this trip, and ask your reader to help you financially. *Example verbiage: The overall cost of this mission will be _____. OR In order to go on this mission I must raise _____. AND I will be investing one of my two weeks of yearly vacation from my job and \$500 of my own money in the trip. OR My investment in this mission will be taking 5 days away from work without pay and \$500 of my own money. AND I would like to invite you to participate with me in this mission by asking you to consider making a financial contribution. OR I am asking that you prayerfully consider also making a financial contribution towards this mission.*]

[Explain the procedure for the reader to make the donation. Because of the IRS regulations, this is required verbiage – it must go in the letter: If you choose to make a donation, please submit it with the enclosed completed donor information card. Please make checks payable to Port City Community Church (PC3). My name should not be written on the check (a name written in the memo line may affect the deductibility of your donation.). The donated funds will be used to cover my expenses, the team's expenses and other expenses related to this mission. Any excess funds will be used at the discretion of PC3 to insure that they are used to carry out its functions and purposes. *Optional additional verbiage: Expenses include air fare, ground transportation, lodging, meals, and materials used in accomplishing the objectives of this mission.*]

[Express gratitude for your reader's time; let them know if you will be following up with them by telephone and/or in-person conversation. *Example verbiage: Thank you for your consideration of this request. I will call you within the next two weeks to answer any questions that you may have. Regardless of whether or not you feel led to support this mission financially, please continue to lift it up in prayer.*

Sincerely,

It is recommended that you include a fact sheet or 'FAQ' to give the reader more information about the background, history, and purpose of PC3's missions efforts in this area (example available).

Port City Community Church Mission Support Letter Example

Date

Dear _____:

I am writing to ask you for your financial support for an upcoming mission trip I am making to Costa Rica May 6th – 13th, 2008.

On this mission trip I and the other team members will be continuing construction on the Training Center located on the outskirts of Dominical, Costa Rica. Due to Costa Rica's political neutrality, people from all countries, even those that are considered "closed" to the gospel, are able to travel in and out relatively freely. Pastors and missionaries from all countries can come to this training center and receive training and spiritual nourishment that will equip them to continue their ministries and spread the gospel further.

In addition to the time spent doing construction, I and the other team members will have opportunity to interact with people in this community. We pray that we will be active witnesses of God's love, joy, peace, and hope to them.

In order to go on this mission I must raise \$ _____. I will be investing one of my two weeks of yearly vacation from my job and \$500 of my own money in the trip. I would like to invite you to participate with me in this mission by asking you to consider making a financial contribution.

*If you choose to make a donation, please submit it with the enclosed completed donor information card. Please make checks payable to Port City Community Church (PC3). My name **should not** be written on the check (a name written in the memo line may affect the deductibility of your donation.) The donated funds will be used to cover my expenses, the team's expenses and other expenses related to this mission. Expenses include air fare, ground transportation, lodging, meals, and materials used in accomplishing the objectives of this mission. Any excess funds will be used at the discretion of PC3 to insure they are used to carry out its functions and purposes.*

Thank you for considering this request. I will call you within the next two weeks to answer any questions that you may have. Regardless of whether or not you feel led to support this mission financially, please continue to lift it up in prayer.

Sincerely,