



SUPPORT LETTER GUIDELINES

- Make your letter personal. Be yourself. Explain why you want to participate in a short-term mission and what you hope to learn.
- Include information about the country/culture you are going to visit.
- Share about the missionary/ministry with whom you will be working.
- Briefly describe the project(s) the team is planning to work on.
- Make your letter Spiritual - but avoid preaching.
- Use one or two verses that are appropriate to what the Lord is teaching you and doing in your life.
- Be specific - but try to limit the letter to one page.
- Check your grammar, spelling, and punctuation (please!). Have someone proof your letter.
- Make the letter appealing to the eye, original, and easy to read. Use artwork, headings, and space to help the reader understand the message.
- Give clear instructions as to how checks should be payable, where they should be mailed, and how they should be designated to make sure you receive credit for the donations.
- Be specific about your financial needs - how much is needed for you to participate on the team and what are the deadline date(s) for your funds to be received.
- Be sure and ask for prayer support.
- Pray about the financial needs for the trip.
- Make sure you send a thank you note.