

SHORT-TERM MISSION SUPPORT LETTER GUIDELINES

This will help you prepare a letter asking for prayer and financial support for your short-term mission. Except as noted in Section C, it is essential that you personalize your letter so please use this only as an outline.

OUTLINE FOR LETTER

A. Introduction

- Acknowledge the person reading the letter.
- Give a brief glimpse of what God has been doing in your life.
- Say something about how God has led you to consider this mission.
- Briefly describe the mission: trip dates, purpose, goals, how many people going, etc.
- Share appreciation for the reader and for his/her/their interest in you.

B. Transition

Make a transition into your need. "Because of your interest, I am writing to see whether you'd like to be a part of my support team," – or something like that.

C. Express Your Need

- State the specific needs: how many prayer supporters you're seeking, how much money you need to raise, when it needs to be received, etc.
- Ask specifically if the reader will consider helping with a gift. Don't be afraid to ask!
- State exactly how the gift should be given. Use the paragraphs below in your letter.
- In order to ensure proper accounting and crediting of all gifts, you must use the paragraphs below that tell a potential financial supporter how to direct funds.

Please send your gift to Pantano Christian Church, 1755 S. Houghton Rd, Tucson, AZ 85748, ATTN: Accounting. Make checks payable to "Pantano Christian Church." Based on federal income tax law, your gift is given for the mission/related projects and not to me, so should I not participate in this mission, your donation will be used for other mission expenses at Pantano's discretion. For that reason, please do not write my name anywhere on the check; instead, please include a note with my name on it.

The church will record the donation and send a statement to you after year-end. You should consult with your tax professional to verify the deductibility of your gift or address any questions pertaining to your specific tax situation.

D. Close

- Promise to give a report on your mission experience. If you promise, you must follow up on this.
- Express your appreciation for their prayerful consideration.
- Close with a handwritten personal note and signature.

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