

## Mission Trip Support Letters

Sending our support letters can be uncomfortable and awkward. Not many people enjoy asking others for money. But keep in mind that giving people an opportunity to join with you in providing spiritual and financial support can be as much of a blessing for them as it will be for you. Each team needs to write a letter and have it approved by the board, before sending it out on “Hope for Tela” letterhead. To make the letter-writing experience easier, here are a few tips.

Your support letter should contain the following:

1. An introduction that is warm and personal.
2. Information about your trip; where you are going, the dates, the purpose of the trip, and what you hope to see God do.
3. A paragraph explaining your needs and how they can help with prayer and financial support.
4. Sign every letter and consider an additional handwritten P.S. to each person.
5. Mention that all donations should be made out to “Hope for Tela” and are tax-deductible. Also, remind them not to put your name on the check (IRS regulations), rather have them include a response card with their donation which states that the money is for you.
6. Be specific and try to limit the letter to one page.
7. Do mention the date by which you need your support raised.
8. Mention where to send support- include a stamped envelope with the return address.
9. Check your grammar, spelling, and punctuation. Have someone proofread your letter.
10. Make the letter appealing to the eye, original, and easy to read.



Date

Dear \_\_\_\_\_,

I want to tell you something exciting that God is doing in my life. He has given me the desire to share hope with the people of Honduras. In **July** a team from area churches in Newaygo and Montcalm counties will be traveling to share the love and compassion of Jesus with people who are living in poverty and without hope. I will be able to come alongside these native people and share my skills and abilities with them so that they might make a difference in their city and country. (As a teacher, I will be able to train other teachers who can then make a difference in the lives of their students.)\*You can do this for each profession, i.e. as a nurse, I will...

I am part of a team of teachers that leaves for Honduras on \_\_\_\_\_. We will be doing teacher training and working with the teacher training institute, to train the educational trainers for five states in Honduras. Also during this week, we will hold a VBS for a public school, serve in various churches and do some simple construction projects at the public school in Triumph de la Cruz and at their local clinic.

I write to you for two reasons. The first thing is that I need your prayers, for both myself and my family left behind. There is no way the trip will succeed unless God's hand is in it. We are meeting regularly to pray for God to show up on this trip. Please consider praying for me, and the entire team, as well as for the people God puts in our path as we minister.

Secondly, please consider supporting me financially. I am responsible for raising \$1300.00 by \_\_\_\_\_. I trust that God will provide the money and I am asking that you pray about giving toward this trip. If you are willing, all donations are tax-deductible and can be made out to "Hope for Tela." Please do not put my name on the check, rather include the note I have enclosed indicating your support.

Thank you for serving in this capacity.

Because of His love,

**Hope for Tela: Tela, Honduras Mission Support Card**

Name of person you are supporting \_\_\_\_\_

\_\_\_\_\_ I will support you in prayer.

\_\_\_\_\_ I will support you financially. Enclosed is a gift of \$\_\_\_\_\_.

Your name

\_\_\_\_\_.

Your address:

\_\_\_\_\_.

Please Remit to: Hope for Tela

7769 S River Ridge Rd

Newaygo, MI 49337

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Name of person you are supporting \_\_\_\_\_

\_\_\_\_\_ I will support you in prayer.

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