**SAMPLE LETTER**

Date

Dear Friends and Family,

I hope you are doing well! Things have been great here which is why I am sending you this letter. **(Share what’s been going on in your life)** I have been given an amazing opportunity to serve with my church on a short-term mission trip in \_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_. Our team will be working with \_\_\_\_\_\_\_\_\_\_\_and providing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert information about the ministry that your team will be working with and the purpose of the trip. **(Share what God is calling you to)**

The total cost for our trip will be approximately $\_\_\_\_\_\_\_\_\_. This will cover airfare, lodging, transportation, meals and all related expenses. I will be working to contribute to the total along with participating in team fundraisers. However, I am also going to need prayer and additional financial support. If you feel led to contribute to my trip, the easiest way to do this is to give is online at <http://www.seacoast.org/mount-pleasant/missions/global-missions>. If you prefer to give cash or a check, please complete the attached Mission Trip Donation Form and return it to me or the church with your check made payable to Seacoast Church. We need this form to help us properly record all assistance and guarantee that your donation is tax deductible**. (Making the ask)**

Thank you so much for being a blessing to me as friends and family in Christ! I look forward to sharing what God does through this trip as well as hearing what God is doing in your lives as you support this trip in whatever way you feel led. **(The closing).**

If you have any questions, please don’t hesitate to contact me.

In Him,

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