

SHORT-TERM GOSPEL WORKERS

Example Letter

(use exact date)

(photo goes here)

Dear Bonnie and Clyde,

Hello! It was great to see you at church during Christmas break. I enjoyed..... *(connect to the reader with a personal reference)*.

Let me tell you why I am writing. I have been accepted to go to [country] this summer for six weeks to help with [your organization] ministry through a special program called [Global Connections.] I will join a team of 20 who will do evangelism among college students in [location]. I hope to be a load-lifter for the missionaries there and serve them as I am able. Enclosed is a Project Statement that gives a summary of the program. *(Insert organizational brochure)*

Why am I going? I want to help reach university students who have never had a chance to understand the message of Christ. We will sponsor sports and art fairs and meet tons of interested students. [It is estimated that less than 4% of these students have even heard of Jesus...A famous quote from this city is 'We don't need God to tell us how to be happy!'] *(tell a story, give a quote or share a stat)*

My plane fare, food and lodging, preparation, and ministry expenses will total [amount] *(use exact figures to promote credibility)* Here's the breakdown:

• Airfare and documents	\$1040
• Food and lodging	750
• In-country travel	600
• Ministry materials and awards for students	320
• Communication and miscellaneous	125
Total	\$2835

But I must not go to [country] without a team! Will you prayerfully consider contributing a special gift to my ministry opportunity to reach the unreached?

To get to Russia, gifts of \$25, \$50 and \$100 are needed, as well as \$500 or more. Gifts of any size will be gratefully appreciated however the Lord leads you.

My favorite verse on giving is 2 Corinthians 9:7—"God loves a cheerful giver."

Thank you for considering this investment in the Lord's work. I will call you soon to tell you more about the project and answer questions. And to ask how God has led you for this opportunity. I look forward to talking with you.

Yours in Christ,

(your name signed)

[Joe Mission-worker]

P.S. To give, please return the enclosed response card with your check payable to [your organization] by [date]. You'll receive a receipt by return mail.

To give online go to *(explain how to give online)*.

P.P.S. May I hear from you by *(give a deadline 4-6 weeks out)*? That's the day I will need to purchase my air ticket. Thanks in advance.

Joe Missionary 810 Morrow Hall Anytown, MI 48000 (517) 555-0000
(your organization's contact info goes here too and your contact information goes here)

ADDITIONAL TIPS:

- Your appeal letter can be more than one page.
- Don't rely on email. Send a hard copy letter unless the postal service is unreliable.
- Include a photo of you in ministry action.
- Sign your name in a different color ink.
- Personal notes to several will add urgency.
- Lots of "white space" gives your letter breathing room.
- State up front why you're writing.
- Use short paragraphs.