

### **EXAMPLE # 3**

Date

Your Name  
Address City,  
State, Zip

Dear Mr. and Mrs. Doe,

This (month of project) I am planning on attending a mission trip with our church to Guatemala, to help construct an urgently needed (church or school) for a local community. In addition to the construction, our group will also (other planned project activities). There are approximately (number) volunteers planning on participating, and I need your help so I can join them in this one of a kind adventure that will stretch me to the limits physically, socially, and spiritually. It's hard for me to imagine not having a church to worship in or a school in which to learn. Sometimes we get used to our comfortable standard of living and forget that the majority of people in the world have such basic needs still unmet. Going on this trip will help me see first hand how blessed I am and how I can use what I have to help others. I'm sure that participating on this mission project will have a positive long-term effect on me. I'm sending you this letter as a request for your support in two areas. First of all, I'm asking for you to pray for me - that my attitude and service will be pleasing to God and sensitive to the people and the culture in (country).

Secondly I'm asking for your financial support. I am responsible for raising \$(participation fee amount) to pay for my expenses during the trip and go towards the building cost. I also need to raise money for my plane ticket to (country). I have been actively fundraising by (include what fundraising activities you have been doing), but I know that in order to complete my goal I will need the support of others, and I'm asking you to partner with me in my mission. Any donation would be greatly appreciated. (Insert payment information such as who to make checks out to and where to send them. Try working with your local church so they will receive donations and issue tax-deductible receipts for your volunteers.

If your church won't work with you, please consolidate all funds before sending checks to [SuCasachurch.com](http://SuCasachurch.com) Please continue to pray for me during this trip and upon my return. Of course I will be eager to share with you the events from the trip and how my life has been affected.

Thanks for being part of my missionary team!

With Gratitude,

Signature