

How to Write a Financial Support Letter

1. If you use a standard form letter, make it personal!
2. Include something handwritten – write a note or sign your name at the bottom.
3. Include a picture.
4. Be specific in your financial need and what you are asking.
5. Give specifics of your work project. Where are you going? Exactly what will you be doing? How many are on your team? What is the spiritual climate of the country? Why are YOU going?
6. Ask for prayer.
7. It may be a good idea to have some sort of form at the bottom that they can choose how they will support you. Not everyone will be able to give financially.
 - a. Yes, I will support you financially. Enclosed is my gift of \$_____
 - b. Yes, I will support you prayerfully. I commit to pray for you daily. Please send email updates to _____
8. Include a statement “All checks should be made payable to First Presbyterian Church and are tax-deductible”.

Sample Outline

- Introduction
- What will you be doing?
- Why are you going?
- What are your financial needs?
- Closing
- Form that they return

Procedure for Turning in Support

1. Checks should be made payable to First Presbyterian Church and sent to your home address.
2. All checks should be marked with trip destination and your last name ONLY in the memo on the check
3. All checks should be delivered to your Team Leader or Missions Secretary who will keep an updated record of your support (It's a good idea to keep up with your support as well in order to send thank you notes and send more letters out if needed.)
4. Questions regarding support levels will be directed to the Team Leader or Missions Secretary.