



## SAMPLE LETTER

Dear Aunt Millie,

I know it's been a few months since we have talked. Things in my life are going well. I have been.....

A new opportunity for me has come up. I feel led to go with my church on a Short Term Mission Trip (for a non-believing audience, you can use Service Project Trip, etc.) to ..... We will be doing .....

I am excited about this because..... Our trip dates are .....

Would you be willing to prayerfully consider supporting me in both prayer and finances? The cost of the trip is \_\_\_\_\_. I am planning on contributing some out of my own resources, but am reaching out to my circle of friends and family to join me in this project.

If you are willing and able, please feel free to write a check to OCC (Overlake Christian Church) and use the enclosed SAS envelope. Please do not write my name in the memo line if you would like a tax deduction. If you would like to give online, you can do that by going to [www.occ.org/servetheworld](http://www.occ.org/servetheworld). Click on Short Term Teams and then the DONATE button. You will get a drop down of our trip - \_\_\_\_\_ and then can designate your donation toward me on that page.

I will send you some updated news on how the preparations are going and then what we experienced while on the trip. I appreciate your prayers and any support you could send. Thanks for joining me in this.

Sincerely,