

How to Write a Support Letter

Writing a support letter is one of the easiest ways to get the word out about your trip. By sending out a letter to family, friends, church members, and others, you are giving them the opportunity to invest in your life both spiritually and financially.

Potential Supporters:

- Family
- Friends
- Coworkers
- Employers
- Neighbors
- Church members
- Classmates

Outline for Support Letter:

Identify yourself and bring the reader up to date with what is going on in your life

- Where you are living
- What school you attend
- What year you are in school

State the purpose of the trip

- Include the location to which God has called you to serve
- Share information about the partners and their ministry

Explain your personal vision for the trip

- How God led you to be involved
- What you will be doing
- What you expect to learn from the experience

Describe your specific needs

- Ask them to join you in prayer
- Explain the financial support needed

Clearly explain how they can donate

- Mail a check to Christ Covenant 12915 Kingston Pike, Knoxville, TN 37934
 - Check made payable to Christ Covenant
 - Write the trip name and student name on the memo line (example: Ecuador, Erin Pifer)

****As you receive donations, do not forget to send a personal, handwritten thank you note to each supporter.****