



SERVE THE WORLD

SAMPLE LETTER

Date

Dear Family & Friends,

God is leading us in a new direction, to join an Outreach Team on a trip to East Asia. We will be leaving November 1st and will be returning November 12th.

Our purpose is to:

- prayer walk for insight on reaching the city for Christ
- gather and experience logistical information for future teams (hotels, restaurants, city maps, key locations, etc.)
- be available for opportunities that God provides (meeting with business people, doing English corners, conversational English classes, etc.)
- develop new friendships with a couple of people
- give out Bibles or Jesus films to those new friends
- come back and mobilize others to get involved for future trips

In order to make this trip possible, our church has asked us to assemble a Sponsorship/Prayer Team....people like you who can sponsor us financially and/or would be willing to pray for us and the success of the trip. The total amount that we need to raise is \$2000. This amount includes travel expenses, food, lodging, and ministry materials. It is recommended that we have our support raised by October 1st. All gifts are tax deductible and your check needs to be made payable to Overlake Christian Church with the words "East Asia Trip" written in the memo section of your check. We have enclosed a self-addressed envelope to mail your gift back to us which we will deliver to the church to ensure the proper accounting of your gift.

We would appreciate your encouragement and prayers as we prepare for the trip and especially in November during the trip. Please pray for the financial needs of the team, good communication and teamwork, for our Christian witness to the people of East Asia, and for our strength, health and safety.

If you have any questions or would like more information about the trip, please don't hesitate to call or e-mail us. You can reach us during the day at (XXX) XXX-XXXX or e-mail us at XXXX@aol.com.

Thank you so much for reading our letter and supporting us.

In Christ's Service,