

[Organization Name]
[Street Address]
[City, St Zip]
[Organization's Phone Number]
[Optional – Organization's Website]

[Today's Date]

[Name of Recipient]
[Address]
[City, St Zip]

Dear [Church Member's Name],

Greetings! We hope you're having a blessed day. Since you're such an important part of our church family, we wanted to tell you about our upcoming [project/mission trip/etc.].

As you may know, our church [describe in detail why you're raising funds].

In an attempt to raise funds, we are hosting an [event] and we want to invite you to participate. **Our [fundraising idea] will take place Sunday, [date and time] right after our normal church service.**

Of course, if you would like to make additional contributions, donations of any size are always welcome at any time!

If you have any questions about our event, please do not hesitate to contact our project coordinator, [coordinator's name] at [phone number and email address].

As always, we are very thankful for your continued support of our church and our missions.

Sincerely,

(Sign here for letters sent by mail or fax)

[Typed Name]
[Title]