

[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]

Request for Funds for Missions Trip

Dear [Name of Recipient],

As a church community, we are excited to announce that we are preparing to send a group of youth on a challenging ministry opportunity to India. This fourteen day trip will be spent at the "His Little Ones" orphanage. The team will provide additional support to our on-site missionaries there.

In addition to presenting the gospel and ministering to the children and adults at the orphanage, our young people will have a unique opportunity to learn more about the culture and customs of people in India.

We are reaching out to our membership and the community to offer you the chance to be a vital part of this mission and to partner with us in this endeavor. First, we ask for your prayers for the safety and success of the volunteer group and the mission. Next, we ask for you to pray for our financial needs to be met. We need to raise \$10,000 over the next six months to make this dream a reality.

Our young people have been hard at work soliciting donations from friends, family and community members as well as holding special fundraising events such as car washes, bake sales and community dinners. These bold young entrepreneurs have raised \$4,500, so we can begin to make their travel and housing arrangements.

Is there any reason why you couldn't use the enclosed envelope to send us a donation? Any amount that you feel led to contribute will be gratefully accepted. We do realize that in challenging financial times like these, not everyone will be able to make a cash donation. If you are unable to donate financially, we are also in need of some volunteers to help pull the entire project together. Would you prayerfully consider assisting in that way? Be assured that your prayers, volunteer services, and good wishes are as valuable to us as your financial support!

If you have any questions or would like more information about our upcoming mission trip, please do not hesitate to contact us at [phone number]. As always, we are very thankful for your support of our church and our missions.

Sincerely,

(Sign here for letters sent by mail or fax)

[Typed Name]

[Title]

P.S. And finally add a postscript where you inform your reader about your need again and ask him for help. Many of your readers won't read your whole fundraiser letter but almost all of them will read the postscript. So use it as a tool to catch their attention and call them to action!