

[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 Missionary Funds

Dear [Name of Recipient],

I, [Your Name], am writing to you to request your help supporting the following charitable cause.

[Church Name] will be participating in [Special Event Name] to benefit [Charitable Cause]. Our objective is to raise awareness about the increasing poverty levels in Kenya, Africa. Your donation, regardless of the amount, would contribute to making a significant difference for this worthy cause.

If you would like to learn more about the fundraiser, the benefiting charity, and details of the event, please visit [Website URL].

If you would like to hear my personal story and contribute a financial donation, you can make a secure and safe online donation on my personal pledge at [Website URL]. If you prefer, you may also mail a donation in with the self-addressed envelope enclosed.

Thank you very much for taking time to read about my involvement in this fundraiser. I would greatly appreciate your considering my request. If you have any questions, or would like more information about this initiative, please contact me personally at [Phone Number and Email].

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!