

HOW TO WRITE A C-QUEST MISSION TRIP SUPPORT LETTER

A great support letter can make all the difference when you are fundraising for your mission trip. It provides the opportunity for each team member to reach out to his or her network and ask them for support through prayer and finances.

How you write a support letter is very important. The following document gives instructions and provides an example to guide you to write your **personal** letter of support.

Creating Your Mission Trip Support Letter

The first impression you convey in your support letter is very important. Spend enough time writing to clearly communicate your **heart**, showing why you feel God calling you to go on a mission trip and the impact you believe it will have on you personally, as well as the people whom you'll be ministering to.

Make sure to include the following:

Introduction

- ⇒ **Introduce** the trip to which God has called you.
- ⇒ Most importantly, **include** why you have decided to go on a mission trip!
- ⇒ **Tell** what kind of support you need, both prayer and financially.

Body

Start by giving a personal story of how you came to the realization that you are called to go on this mission trip.

- ⇒ Include information about the country and the people to whom you will be ministering. This is a great place to give statistics. (We are purposely NOT giving you this info so that you do some "homework" yourself.) If you're returning, tell about your experience while on this mission trip.
- ⇒ Give information about C-Quest. Give details about who C-Quest is, and what you will be doing with them (our website is a great source of info for this).
- ⇒ Ask for prayer and for financial support. It's always good to state your goal of how much you have to raise. People like to see your final goal.

Conclusion

- ⇒ Thank them ahead of time for their support.
- ⇒ Give them clear directions as to how to donate financially to your trip.
- ⇒ Let them know when you need to have your money raised.

Mailing or Emailing Your Missionary Support Letter

Compile a list of as many people as possible. Address your letter personally. Do not use "Dear Friend." Instead use their personal name, including a sentence or two that demonstrates your relationship with the recipient. Be sure to pray for each potential supporter as you write out their address.

The following provides two ways to send out your support letter:

1. Emailing your letter:
 - ⇒ Address each email separately. Do not do a mass email.
 - ⇒ Include the **C-Quest Short-Term Mission/Aid Trip Cheque Payment Form** link for C-Quest's website at <http://www.c-quest.net/#!/pay-trip-fees/c1ovg> so your supporters can fill in, print, and send it to the address below with their **cheque**.
2. Mailing your letter by post:
 - ⇒ Use a number 10 envelope for your letter.
 - ⇒ Hand address the envelope.
 - ⇒ Put your name and address in the upper left corner.
 - ⇒ Get a **number 9 envelope** or smaller to include with your support letter (**this is how they will send the money to C-Quest**).
 - ⇒ Include the **C-Quest Short-Term Mission/Aid Trip Cheque Payment Form** link for C-Quest's website at <http://www.c-quest.net/#!/pay-trip-fees/c1ovg> so your supporters can fill in, print, and send it to the address below with their **cheque**. Or along with your letter, send the printed form for your supporters to fill in, print, and send to the address below with their **cheque**.

The number 9 envelope will need to be addressed to:

**C-Quest
Suite 809
710, 20 Crowfoot Crescent NW
Calgary, AB T3G 2P6**

Sample Mission Trip Support Letter

Here is a sample letter we use here at C-Quest. Feel free to personalize it any way you can. Again, **this is just a suggestion**. The more personal you make it, the greater impact it will have!

Dear _____:

I would like to share with you an amazing opportunity God has given me! I will be going on a Short-term Mission Trip to Progreso, Mexico to serve with a ministry called C-Quest. I have prayed and thought a lot about this. I know God has called me to take a step of faith and make this my number one priority. Here's why I need to go. **(Provide personal reasons why you feel called to go on this trip and tell what kind of support you will need to accomplish your goals).**

The need is great in Mexico **(Add statistics you researched here).**

Mexicans are very open to the Gospel. We will share Christ through Gospel programs, using everything from drama and puppets to chalk art and music. C-Quest's partners in Mexico assist with scheduling the events, and

provide the necessary follow-up to our program events. We will also participate in a variety of projects that assist C-Quest's ministry partners in Mexico.

These projects include assisting with the development of a Bible Camp in a desperate community southeast of Progreso and two churches being constructed. In poorer communities we distribute personal hygiene items, such as toothbrushes and toothpaste, soaps and shampoos, as well as good quality used clothing for those in need and small toys for the kids.

C-Quest was founded in 2011 by Gary and Joanne Edwards. Their desire is to share the Gospel with the people of Mexico, making an eternal impact in the lives of the Mexican people and a life-changing ministry experience in the lives of team members like me, by serving alongside them and their partners in Mexico. You can learn more about their ministry on the C-Quest website at c-quest.net.

God has given me this opportunity to minister with C-Quest, but I do not want to go without the prayers of my family and friends. Your prayers for me mean a great deal. Please pray God will:

1. Prepare our team to minister in ways that will encourage people to come to Christ.
2. Give me wisdom in my own personal witness.
3. Give our team safety.
4. Provide for all my needs this summer. My personal expenses will be \$_____.

In addition to praying for me, I would like to ask you to join me in this exciting venture through a financial gift to support both my time ministering to the Yucatán people, and for the projects I will take part in. I am looking forward to seeing how God will work in and through me. Thank you for supporting me as God leads you. Together we can team up to serve God and influence the lives of others through Christ.

Contributions made to C-Quest are tax receipted by our partner, The Great Commission Foundation (TGCF). If I am unable to fulfill my assignment and/or contributions are not needed for me, your gift will be applied to the overall mission team expenses and to the projects the team will be involved in with C-Quest's Mexican partners.

To donate to support my trip please complete the online **C-Quest Short-Term Mission/Aid Trip Cheque Payment Form** at <http://www.c-quest.net/#!/pay-trip-fees/c1ovg>. Fill in the form completely, and then print and mail it with a **cheque** payable to C-Quest at:

**C-Quest
Suite 809
710, 20 Crowfoot Crescent N.W.
Calgary, AB T3G 2P6**

***** I need all of my money raised by _____ in order to participate in this trip. *****

Thank you for caring and sharing! God bless you as you join our team in prayer and through your generous donation.

In Christ,

(Your Name)