Instructions:

1. Also download and read the strategy document, also available on CrossEyedBuilders.org on the Downloads page.
2. Do not be tempted to change the ask amounts to lower amounts. If someone wants to give only $10, they will, and studies show they will be honored that you think they are capable of a larger gift. And with the higher lowest asking point, please consider that most people in Northern Virginia pay much more than $50 per month for their cable/FiOS/dish television service.
3. Obviously fill in all of the missing details in orange — and change that to black before printing (We know, you assumed that. But for the ONE person who did not…)
4. Erase all of this stuff so that the logo, at the top of the next page, moves to the top of this page. Save and customize as you’d like.
5. Scroll down to see sample letter.



 A PROJECT OF NEW LIFE CHRISTIAN CHURCH

<Date>

Dear  <prospective sponsor name>,

<Enter something personal here, about having seen them recently, or being sad that you have not seen them recently, or a line or two about your life and what you are excited about. Do not let the length of the letter exceed two total pages.>

I’m writing today because God has opened a door for me to go on a short-term mission/construction project with New Life Christian Church. We will be headed to Williamsburg, Kentucky from <enter dates>.

Williamsburg's economy has been devastated by the closing of coal mines in the area, and a significant portion of those who live in the community have gone through difficult times as a result. In southeastern Kentucky as a whole, approximately 1 in 3 families are struggling to make ends meet. 60% of the families in the region are living on government subsidy because unemployment is so prevalent.

One of the families the Cross Eyed Builders has served was spending more money to heat their trailer home in the winter than the family was earning each month. Another woman who the team got to know and was able to serve is a wonderful grandmother who is living on disability and having to raise four grandchildren under the age of six in a trailer home she simply does not have the resources to maintain. A different family had not had running water in their home for seven months—until the Cross Eyed Builders team was able to restore it.

We work closely with a church and with Christian leaders in Williamsburg to identify people and families like these — wonderful people who are at a place in life where they simply need a hand.

We send team members down in the spring to meet with the leaders in the area to discuss which families are most in need of help so that when we arrive, we will have projects selected, materials already in place to start work, and be ready to hit the ground running. In the ten years we’ve been going to Williamsburg, we’ve replaced broken windows, insulated trailer homes that had enormous utility bills, rebuilt bathrooms, replaced disintegrating beams that supported a floor in a home, replaced floors, roofs, crumbling wheelchair ramps into homes, replaced exterior walls, and—in one case—replaced a failing trailer home with a new home. All of this at no charge to the people we serve.

We do this to serve. But more than simply seeking to serve people, we are seeking to serve God, taking an opportunity to be his hands and feet and to love people by giving, in much the same way He loved us by giving us His son.

We are thankful to have a healthy, and long-term partnership with people we’ve gotten to know well in Williamsburg.

I’m specifically writing to you to ask you to also partner with me by playing a significant role in making this trip happen. There are two specific ways I am seeking help.

First, our team needs prayer. Please pray that the right families and projects would be selected, that God would raise the funds to make it possible for us to serve these families, that God would protect every person during the travel and during the work week, that the team would experience unity and grow spiritually, that the leaders would be granted wisdom in decision-making, and that God would be glorified (and pleased) by our service.

Second, I personally need to raise money to make this trip a reality. I’m asking people like you to prayerfully consider whether you might be able to help sponsor this trip. This is an unusual opportunity because your gift will accomplish two very different things at the same time: Most obviously, your gift would directly bless someone (or a family) in Kentucky in a very real and tangible way. At the same time, it would be a tremendous blessing for me to be able to participate.

The total cost is <insert dollar amount.> This will cover my travel, food, housing, group outings, PLUS the construction materials necessary for the projects we will complete. Please consider investing $50, $100, $250, or even more in this project. Any money I raise over my initial goal will go toward other people’s financial needs and toward building materials. The more money we raise, the more flexibility we have to do additional work, on site, that might otherwise be cost-prohibitive.

If you would like to help, please place a check in the enclosed envelope and return it me, so I can keep track of my progress, by <insert date here>. Make your check out to: New Life Christian Church, and (this is important) **please write this in the memo line:**

**“KY Mission Trip for <insert your name or family>”**

This is how New Life will know how to credit your gift to my account. Your gift is tax deductible and a receipt will be provided.

Thank you so much for considering partnering with me on this trip. I am grateful,

<Your signature>

<Your name>