

# Writing a Support Letter

Asking friends, family members, and churches for support can be a daunting task, so here are some helpful steps as you get started. Keep in mind that this is a broad overview and needs to be tailored to your situation. Many of these ideas are taken from strategies for raising support for a mission trip.

## What to Say (ideas from The Task)

- **Introduction** – tell them what you’re doing and how seminary is going. Make the letter personal.
- **Present your ministry** – share your personal story and how Seminary is important preparation and training for the future.
- **Present your need** – explain your need for prayer and financial support as a part of this process. Explain what it looks like to support you financially.
  - Follow up your letters with a personal call or visit, if appropriate
- **Explain** what they can do
  - Mail check to NOBTS – Attn: Financial Aid Office – with the check made out to NOBTS and student’s name and ID number on the memo line (include this information in your letter)
- **Closing** – finish your letter with a personal touch and express appreciation for the friendship of the person you are writing.
- **Write** a brief, personal note on the printed letter, especially if the letter is a general form letter.

## Sample Outline

- What I’m doing at seminary—Why I’m going to seminary—What my exact needs are—How I’m already working toward meeting those needs—How the potential donor can help meet some of my needs—Why their help would make a huge impact on my situation—Appreciation of prayers and encouragement

## Practical Steps (ideas from NEXT Worldwide)

- **Pray and enlist** others to pray with you
- **Make a list** of contacts to send the letter to – list everyone who comes to mind and don’t leave people off your list because you think they will not or cannot support you. God may have other plans!
- **Mail letters** (send these in manageable groups so that you can follow up easily)
- **Follow up** with the contacts to whom you sent letters; make a phone call if at all possible
- **Keep track** of what you have received so that you can properly thank everyone who is supporting you prayerfully and financially

## Important Reminders

- Don’t write more than a page – keep it simple and readable
- Use good grammar and spelling; allow a trusted and wise friend to proofread the letter
- Follow-up is a huge part of the process – people want to know that you care about them personally
- Thank each person who commits to support you prayerfully and/or financially

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