

SAMPLE
CITY LIFE WEST SUPPORT LETTER
TO BE USED AS A GUIDE IN WRITING YOUR OWN LETTER

Date

Dear Friends and Relatives,

I recently received word that I have been accepted to serve with an exciting ministry team this summer, City Life West. CE National is sponsoring this one week trip for high school students and has a long history of organizing and sending out various types of ministry teams, traveling throughout the United States. This summer, City Life West will be taking place June 11 – 18, and will be ministering in Los Angeles, California.

The purpose of City Life is to assist students to live a life that is “on mission” for God. Thru receiving training in how to minister to people, I will have many opportunities to learn and then immediately put those principles into practice by serving others. By the end of City Life, I hope to better understand the truth of God’s Word, think of the needs of others more than myself, and know my responsibility as a follower of Jesus Christ.

Each team member is responsible to raise their own support for training, food, transportation on tour, equipment and other related expenses. The finances due to CE National are \$610.00 (In addition, I would appreciate raising \$_____ to cover my transportation to Norwalk, California where the tour begins). Any donation would be greatly appreciated.

At this point of your letter, you should direct people on how to give. Do not request donations be sent directly to you. Gifts may be sent directly to your sending church or to CE National (PO Box 365, Winona Lake, IN 46590—if having donors send to CE National, please include that all donation checks should be made out to CE National and include the specific name of the student). You will need to discuss this with your sending church to determine which method they would prefer. If your donors would like to give via credit card online, they can do so at <https://citylifetour.org> on the donor tab. Gifts sent to CE National are tax receipted.

I would like to ask you to pray for me as I prepare for this ministry, that God will challenge me and use me to minister to others. Thanks so much for your help and interest.

Sincerely (or your choice),