

**Sample Letter  
Requesting Support for a World Mission Initiative Trip**

**Remember:** We are inviting people to experience the privilege and joy of giving, and we are connecting them personally with God’s work in the world. Many people miss out on intercultural mission experiences because they are unsure about requesting financial support for their trip. Use this sample to write a letter with the correct details following this general model: 1) Personal greeting, 2) Description of the trip, 3) Invitation to participate through prayer and financial contributions to the team expenses.

Dear \_\_\_\_\_,

After prayerful consideration, I have decided to take part in an intercultural learning trip to Ghana (or other destination to travel) this coming January. This opportunity is offered through the World Mission Initiative at Pittsburgh Theological Seminary which has over the past 20 years sent hundreds of students to experience firsthand life and ministry in the Global Church.

The main objective of our trip will be to learn about how Christian partners understand what God is doing in their community and how they are seeking to live faithfully in that context. We will be worshipping together at local churches, learning from Christian and community leaders, and staying with host families. WMI’s experience shows that, as we see how our global partners have learned to do more with less, we will be better able to respond more faithfully to the challenges of our context in the U.S.

I am writing to invite you to participate in this mission team’s ministry. Please consider praying for our team. Pray for our hosts and colleagues in ministry who we will meet. Pray for our health and protection and for meaningful learning. Pray that we will find the financial support to make this trip possible. Pray that we will return with stories of God at work to share and insights to apply to our ministry contexts.

Another way that you can participate is to support this intercultural experience financially. Together we are trusting God to provide the resources for this mission trip. If you feel that you may be one way that God is responding to our prayers, please follow the instructions below. Contributions are made with the understanding that the World Mission Initiative has complete control over the use administration of the donated funds.

Thank you very much for considering this request.

Gratefully in Christ,

*Sign your name here*

Instructions for Supporting a World Mission Initiative Trip

1. Write a check payable to Pittsburgh Theological Seminary.
2. Write “Ghana Mission Team” OR other team on the memo line and NOT a student name.
3. Send your check to PTS at 616 N. Highland Ave. Pittsburgh, PA 15206.

These procedures meet the IRS guidelines for tax-deductible contributions, so Pittsburgh Theological Seminary will send a letter of thanks and tax donation receipt.

**Next steps:**

- 1) Keep a list of people whom you send this letter and forward it to WMI at [wmi@pts.edu](mailto:wmi@pts.edu)
- 2) WMI will inform you those who have donated, and please thank them in writing.
- 3) Share your story with those people upon your return.