

Dear _____ ,

PERSONAL PARAGRAPH (hi, how are you, etc.)

As you know, while I have been here at Sam Houston State, I have been an active member of Chi Alpha Christian Fellowship. (2 lines about what Chi Alpha means to you)

This year, I have the chance to be a part of a team of students which will be travelling to (place), during (Spring Break/summer) on a missions trip. We will be working with a (college ministry/public school ministry/church planting/children & youth). It is a tremendous opportunity, and trips like this in the past have been very successful in increasing the existing ministries.

The week-long trip will cost (trip amount), which is a great price. However, to a college student like myself, (trip amount) is a small fortune. I am asking all of my family and friends to think and pray about what you can do to help me get there. This missions trip is a great opportunity to reach the beautiful people of (country) with the Good News of the Gospel.

I need to turn in (first amount due) for the ticket by (first date); the rest of the (total) is then due on (second date). If you can help, please make your checks payable to "Chi Alpha" with my name in the memo section. This way, the office can receipt you for income tax purposes. This is a sure thing as far as investments go. God is doing great things in (country).

Thanks so much for your support. (End with a personal goodbye.)

Sincerely,