

# General Sample Letter 1

Date

Dear *Aunt Mary*

Can you envision a land where Winston Churchill once visited and declared it to be the pearl of Africa? Today it is a land of poverty, AIDS, orphans, and a growing Christian church that needs encouragement and help as it seeks to overcome nearly two decades of internal destruction. During the 1970s, the tyrant Idi Amin ruled and almost destroyed everything. That was followed by a seven-year civil war to determine which tribe would rule the land. By God's providence, the man who emerged as the new leader in Uganda has attempted to put down tribalism and encourage all Ugandans to work together to rebuild their name.

An especially high price was paid by Christians under Amin and most who should be church leaders today were either killed or at least deprived of any meaningful training. The church in Uganda is itself in need of encouragement and rebuilding.

Please let me share with you a challenging ministry opportunity God has presented to me. During July of this year, the Lord willing, I will be joining some Christian friends for a short-term missionary trip to Uganda. Our team will have a number of members with different gifts and training so our efforts will include ministries and teaching for pastor training, church leadership, lay leadership, Christian business principles, women's ministry, youth ministry, sharing Christ one-on-one, and generally seeking to be a blessing to Christians there.

The purpose of our trip is fourfold:

- First we wish to glorify God by being an encouragement and help to the Ugandan Church
- Secondly, we wish to consciously place ourselves in a position of attempting such things for God that they cannot be accomplished except through Him, thereby building our own faith and commitment to effective, kingdom focused prayer
- Thirdly, we wish to be servant leaders who come along side the body of Christ in Uganda with a warm spirit of oneness in Christ and a desire to encourage them in their daily walk
- Lastly, we desire to be used of God so that our own walk with Christ will be strengthened to a point where we will never be the same again

I am excited about the opportunity and experience that lie ahead. I hope you see the value in what we will accomplish. As you can imagine, a trip like this requires financial support from a number of people. I need to raise financial and prayer support by June 1. If you can join our support base, our team would be very grateful. And, most important, I need your prayer support. Prayer is the fuel that will allow us to be successful as we follow God's leading in ministry in Uganda. Without prayer, nothing will happen.

A pre-addressed envelope is enclosed for your convenience. Please make your check payable to Africa Christian Training Institute. Even if you cannot help financially, we would greatly appreciate your prayers.

Sincerely,

*Billy*

You should handwrite the recipient's name and sign each letter, using a different color ink than the letter. This is a small thing, but it adds a personal touch.

## Sample Letter 2

October 17, 2005

Dear *Bill & Glenda*,

Last May, I attended a Presbytery meeting and heard a report from a missionary of Mission to the World that really caught my attention. He stated that 10,000 people per day were coming to a saving knowledge of Jesus Christ on the continent of Africa. The downside of that (if there is one) is they don't have the resources to train pastors quickly enough to pastor the congregations. I had never heard a report that had the effect on my thinking like that one. Wondering what we could do to help, it never entered my mind that I would become physically involved.

Dr. Henry Krabbendam, a professor at Covenant College (who is soon retiring), obviously had the vision for constructing a center to help train others to share the gospel and to pastor flocks. He built a huge ministry center for that purpose in Uganda. It was built with Ugandan workers who weren't as skilled to do the finish work. Dr. K. has asked for help to finish the center.

I have been asked a number of times when and if I was going to Uganda. My reply was always, "The Lord hasn't called me for that, and until He does, I'm not." The last time anyone asked me that was five minutes before I was approached in church and told that I was needed for a project in Uganda. I found a score of reasons why I wasn't needed or simply couldn't go; the first argument of course, was my age. I immediately thought of Moses beginning his journey of leading God's people to the promised land at the tender age of 80. But I continued to be resistant, even as I saw my arguments slowly dissipate. My last argument was one of finances. Since we have to raise our support, I informed them that I am not a fund raiser. Our pastor, Bob Hayes, remarked that we don't raise funds, we give others the opportunity to share in the ministry. Finally, I bowed to the Father's will and exclaimed, "Here I am Lord, send me." Now with this letter, I extend to you the opportunity to be a part of this ministry. As we enjoy so many blessings in this life, we must never forget that all we have and enjoy is from His hand. Indeed, He owns the cattle on a thousand hills (Psalm 50:10).

It will not be a time of relaxation and sightseeing, but of work and service for the kingdom of King Jesus. We are scheduled to leave Panama City on January 30 and will be gone for three weeks. The plans are to arrive on site Wednesday, February 1, around noon, have lunch, and begin working that same afternoon (forget about jet lag). In addition, we will be teaching and sharing on the Sabbath.

I would love to have you consider being a part of this ministry in two ways. If you would feel led to contribute, we could surely use the support and appreciate it. Above all, I would be honored to have you hold, not only me, but the entire team before the Throne of Grace in prayer. Without prayer, it can never succeed. Enclosed is a return envelope as well as a letter from Bob explaining the project. I look forward to hearing from you.

In His Service,

*Joe*

## **Sample from a lady**

February 10, 2007

Dear Family and Friends,

"When God's Providence comes into your life say Yes unless God stops you, redirects you or He says, "No"... surrender 100% to God - it is the key to everything." These were the words that I heard very clearly spoken by Dr. Henry Krabbendam on January 7, 2007 from the pulpit of our church. Through the years I have witnessed my pastor, Bob Hayes, take 12 different teams of lay people on short-term mission trips to Uganda under the auspices of the Africa Christian Training Institute. Bob serves as the President of ACTI and Dr. K, the Chairman. Each team that goes to Uganda has specific goals and ministries suited to the needs of that trip. I never saw how I could be of usefulness to a team before now, but this upcoming 2007 trip will be focused on training teachers, teaching students, planning and conducting women's conferences and leading Bible Studies for women . . . all areas in which I have experience and expertise. God's Providence, I would say has finally called me.

On May 29, seven of us (three women, four men) will leave for a three and half week mission trip to Uganda. I'm filled with different emotions as I begin the extensive preparations (shots included - ugh) for my first trip to a third world country. And yet, it's exciting to think about what we can accomplish with the skills and abilities God has given each of us on the team as we step out in faith to support the work and ministry of the Ugandan people.

I'd love to have you consider being a part of this ministry in two ways:

1. Prayer Support: pray for safe travel to and from Uganda; that the team members will remain healthy and injury free; that all of our tools, supplies, and gifts will arrive to our final destination and that we will "commit to the Lord whatever we do, and our plans will succeed." Proverbs 16:3
2. Financial Support: as you can imagine, a trip of this magnitude is not without expense. I'd like to give you the opportunity to come alongside me and join me in this journey to make a difference in the lives of Ugandan women and children who are still to this day recovering from the harsh cruelties of Uganda's former brutal dictator, Idi Amin. If you are able to contribute any amount toward this effort, I will be most grateful.

I am enclosing some flyers that further explain the work of ACTI and short-term missions as well as a pre-addressed envelope should you feel so led to lend your support.

For those who respond, the team will be mailing out a ministry calendar and prayer guide the week before we leave to help you remember to pray specifically for us as we travel, work, and minister between Entebbe, Fort Portal and Kampala, Uganda.

Above all, please hold our entire team before the Throne of Grace in prayer, as nothing will succeed without it.

God Bless You!

*Elizabeth*

# Sample Student Letter

Date

Dear *Aunt Mary and Uncle Joe,*

This summer I have a wonderful opportunity to join others from my church on a short-term mission trip to Uganda, East Africa. This will be our team leaders ninth trip since 1992. We will be going with the Africa Christian Training Institute which has been sending teams like ours to Uganda since 1983.

Our teams take advantage of a number of opportunities once in Uganda. The men preach and do officer training. The ladies work among Ugandan women and students like me visit in schools and share. We also spend time just visiting with Ugandan children in areas where we are staying. This year we have been specifically asked to do some projects with the orphan school operated by the New Life Presbyterian Church in Fort Portal in western Uganda. The pastor of that church, Sam Kasule has visited our church in Panama City on two occasions. A number of families and one Sunday School class at our church help sponsor a number of the orphans in Fort Portal and it will be neat to personally work with these kids.

There are many things I must do to get ready for the trip, one of which is to ask people to pray for me (and our whole team) and to provide financial support. Would you please considering joining with me in prayer and any financial support you can give. I have enclosed an envelope for any gift. Please make checks payable to Africa Christian Training Institute (not to me) and ACTI will send you a tax deductible receipt.

I have also enclosed a number of more detailed papers from ACTI about the ministry there in Uganda. If you have Internet access and want to know even more, our team leader has a Uganda web site at [www.ugnadamission.net](http://www.ugnadamission.net)

Our team will mail a detailed prayer calendar to everyone on our list about a week before we leave. I plan to keep a daily journal of my trip and will send a copy to everyone who let's me know they are praying for me. Our departure date is July 13 and our financial support date is May 24.

Thank you for taking the time to read this.

In Christ,

*Mary*

# Sample Letter - Returning Team Member

Date

Dear *Mr. & Mrs. Jones*

Two years ago God blessed me with a life-changing, faith-stretching privilege of going on a 3 week missions trip to Uganda with 6 others. This trip really opened my eyes to the oneness we have in Christ regardless of race, language or cultural differences; how blessed our country is; and what things are really important in life. Before I even left Uganda on that first trip, I knew I wanted to return. Well, God has granted my desire and given me the opportunity to return, again under the auspices of the African Christian Training Institute (ACTI); and not just me, but my wife also. We will leave the U.S. on Feb. 26. She will return home on Mar. 12 and I on Mar. 19. We are writing in hopes that you will prayerfully consider supporting us in this endeavor.

Once again, my primary mission will involve construction work - finishing up some jobs at the ministry center I worked on the first trip, working on some girls' dorms at nearby Christian schools, and possibly making improvements at an orphanage. Of course these are just plans, and as I learned two years ago, very little in Uganda goes exactly as planned. I will be working with another male team member and our team leader Bob Hayes.

A word from my wife: I am very thankful for this opportunity to serve the Lord in a new way that I am sure will stretch my faith! Ever since I first heard about our pastor's first trip to Uganda, my heart has broken to hear about how many children in Uganda are orphaned because of aids. Janet Museveni, the wife of the Ugandan president, began an abstinence program several years ago, and it has had a very positive impact; the statistics are improving. Today, only one in six Ugandans has aids, as compared with one in three a few years ago. You may know that I taught an abstinence program in our Christian school for several years, so I believe the Lord may use me in this way. I may even have an opportunity to talk to the first lady.

You probably also know that I love children, and I am looking forward to meeting and being with students and teachers in several Christian schools and orphanages and to teaching Sunday School. I also know from what I've read and heard from others from our church who've gone, that I have a lot to learn from these gentle, gracious people. Another job I've been given is to teach the Ugandan cook in Dr. Krabbendam's guest house how to cook a few American meals for the teams of Americans who come there.

On Sundays we will have the honor and privilege of worshiping with our Ugandan brothers and sisters in Christ as we visit and speak at various local churches. Such times were some of my most meaningful on my first trip to Uganda.

If the Lord does move you to support us and the other 5 members of our team with your prayers, please pray that all we do and say will honor and glorify Him, that His hand will be obvious in all we accomplish, that we be an encouragement and blessing to our Ugandan brothers and sisters, that all involved grow spiritually, and that we stay healthy.

If you do feel led to assist us financially as well, a pre-addressed envelope is enclosed for your convenience. If you have an email address you're willing to share with us, and so desire, we will send updates from Uganda when we get the opportunity. The team will also send out a ministry calendar and prayer guide the week before we leave. I've enclosed a letter from our Pastor, Bob Hayes, providing more details about Dr. Krabbendam's ACTI ministry, along with a document discussing the value of short term missions and how ministry costs for this trip are determined. Thanks very much for your prayerful consideration.

In Christ,

*Jim*

## Sample Letter Requesting Prayer by someone who is Self-Funding

Date

Dear *Bill & Mary*,

I am writing to make you aware of a wonderful opportunity God has given me. Next June 10 - 24, I am scheduled to travel to Uganda, East Africa with a short-term mission team from my church. Our pastor has been going there since 1992 and has made 26 such trips and over 50 families in our church have had at least one family member make the trip with Pastor Bob. You can view some team reports and photos at <http://www.ugandamission.net/reports/list.html>

Over the years the teams have taught pastors, led women's ministry, built buildings, run medical clinics, cared for orphans, helped teachers learn how better to teach, worked with youth, lead vacation Bible schools, and many other ministries that have touched the lives of Ugandans. Our team will be working with two village churches to preach, teach, provide mosquito nets, and do other benevolent projects.

In God's providence, the funding needs for my participation on the team have been covered and for this I am thankful to God. But funding is only part of the need of the team. A greater need is a group of folks back here in America who will stand with us by praying for us each day. We always provide a pray calendar before the team leaves for those who will commit to pray for us.

My purpose in sending this letter to you is to ask you to commit to pray for our team. Please respond to this by email to [my.address@myemail.net](mailto:my.address@myemail.net) and you will get our prayer calendar and periodic updates from Uganda. If you do not have email, send a card or letter to: Jim Smith, 1234 Main Street, Anywhere, FL 34567.

God bless,

*George*

PS: When praying for our team in Uganda, please pray as you go to bed in the US as the next day is already dawning in Uganda

# Sample Letter Helping Someone Else Raise Funds

Date

Dear *Tom & Mary,*

I am writing to make you aware of a wonderful opportunity God has provided for a dear friend of mine. Next June 10 - 24, Becky Smith is scheduled to travel to Uganda, East Africa with a short-term mission team from my church. Our pastor has been going there since 1992 and has made 26 such trips and over 50 families in our church have had at least one family member make the trip with Pastor Bob. You can view some team reports and photos at <http://www.ugandamission.net/reports/list.html>

Over the years the teams have taught pastors, led women's ministry, built buildings, run medical clinics, cared for orphans, helped teachers learn how better to teach, worked with youth, lead vacation Bible schools, and many other ministries that have touched the lives of Ugandans. Our team will be working with two village churches to preach, teach, provide mosquito nets, and do other benevolent projects.

My purpose in writing is to ask you if you would consider helping us raise funds for Becky and her team. I have enclosed some other materials about the group Becky is going with and an addressed envelope in which to send support. Any amount you can give will help. Pastor Bob says he has been going to Uganda for almost 20 years now on contributions, most of which have been \$100 or less.

Becky has demonstrated her faithfulness in our church and I am very pleased to be able to help her be able to join this team and make this trip.

I would also ask you to pray for Becky and her team. If you wish, you can provide you email address and the team will send a trip prayer calendar and periodic team updates from Uganda.

I would love to talk with you about this if you have any questions.

God bless,

*William*