

# INSTRUCTIONS FOR SUPPORT LETTER



## Things to Remember When Writing Your Letter:

- Give people a background of Chi Alpha (Ex: how and why you got involved).
- Keep it short! People won't have time to read more than a page of information.
- You are not asking them to give you money, you are inviting them to participate in the advancement of the Lord's Kingdom.

## Things to Include When Writing a Support Letter:

- Explanation of the trip.
- Background of what the Lord is currently doing in your life.
- How much the trip is going to be.
- Deadline of when you need the money (include plane ticket deadline & trip deadline).
- A sincere thank you.
- Let them know all giving is tax deductible for 2018 tax year.

## Payment Options:

- **Paypal:** <https://secure.gobluefire.com/go/form.php?rid=83f6b377673a>
- **Check:** Written out to... AKMN

Chi Alpha  
3010 Davis Rd.  
B5  
Fairbanks, AK 99709

## Contact Information:

- Phone number
- Email

