

MARCH 25TH DEADLINE FOR MAILING
SUPPORT LETTERS!

Mission Mailer WORKSHEET

JUNE: SEND UPDATE #1

JULY: SEND UPDATE #2

USE THIS WORKSHEET TO HELP YOU STAY ON TRACK WITH MAILING OUT
FUNDRAISING LETTERS. PLEASE PROMPTLY SEND 10 LETTERS OUT, BUT YOU CAN ALWAYS SEND MORE IF YOU WANT!

SENT?

NAME:

ADDRESS:

1.

2.

3.

4.

5.

NEED MORE ROOM? CHECK THE BACK!

WHAT TO INCLUDE

HERE'S WHAT TO PUT IN EACH ENVELOPE THAT
YOU MAIL OUT:

- A COPY OF YOUR FUNDRAISING LETTER
- AN ADDRESSED RETURN ENVELOPE

WE PRINTED 10 FOR YOU. CONSIDER
PUTTING ON A STAMP! PAYING THEIR
58-CENT POSTAGE IS GOOD ETIQUETTE.

REMINDERS

KEEP TRACK OF WHO RESPONDS TO YOUR LETTERS!

SOME DONERS MIGHT GIVE A CHECK DIRECTLY TO YOU, OTHERS MIGHT
MAIL ONE TO THE CHURCH. IF THE CHURCH OFFICE RECEIVES A CHECK
FOR YOU OR IF DONATIONS COME THROUGH THE CHURCH WEBSITE,
WE WILL KEEP A RECORD OF IT AND LET YOU KNOW SO YOU CAN MAIL
THANK YOU LETTERS AFTER THE TRIP.

SENT?

NAME:

ADDRESS:

6.

7.

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11.

12.

13.

14.

15.

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17.

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SENT?

NAME:

ADDRESS:

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SENT?

NAME:

ADDRESS:

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