

# SAMPLE LETTER OR EMAIL

January 2, 2019

Dear Family and Friends,

I am excited to tell you that I have signed up to participate with the Appalachia Service Project in the summer of 2019. Our mission team will rebuild roofs, fix porches, insulate homes and provide other work to make homes warmer, safer and drier for folks in need in Appalachia. But more than this, we will provide hope and assure the people we work for of God's love for them.

This will be my \_\_\_ year participating, and my family has been involved for \_\_\_ years. I will be volunteering in the Appalachian region this summer from July 13-21. Our group must raise approximately \$1,025 per youth. This covers costs for building materials and supplies, food and lodging for nine days, gas, and the transportation to bring us the ~900 miles to Appalachia. We will be driving down in rented vans and will be staying in schools or community centers in the region in which we will be working. In the next six months, we will be conducting fundraisers and I will participate in several training events.

Our upcoming major fundraiser is the Rock-a-Thon on February 2, 2018. I am writing to ask you to sponsor me. I will rock in a rocking chair for a 12-hour period, with just a 5-minute break each hour. Some of my rocking time will be devoted to watching movies about the Appalachian region, learning about the culture there and doing activities that will deepen my understanding of the issues the people of that region face. I hope you can support my participation in both this service project and the fundraiser with a gift.

Here are some things your generosity would cover:

- \$1,100 rents a van for the week
- \$ 500 buys enough material for a tin roof
- \$ 200 buys a box of vinyl siding
- \$ 100 buys enough OSB to replace the subfloor in one room
- \$ 25 buys a roll of insulation
- \$ 10 buys one gallon of roofing tar

Last year, I helped (*your family, what you did for them, why it was important*) \_\_\_\_\_. **OR**  
This is my first year and I am excited to participate in the program because \_\_\_\_\_.

If you decide to give, you will be helping us in making these family's houses warmer, safer, and drier. You will also help me in my effort to make a difference in the world.

Please make your tax-deductible check payable to **First United Methodist Church** with "ASP - *my name*" in the memo for tax credit and send it to me in the return envelope enclosed. You can learn more about ASP or make an online gift via our web site: [www.westboroughasp.org](http://www.westboroughasp.org) (be sure to put my name in the "Specific youth to credit" field and "Rock-a-thon" in the event field).

Thank you in advance for your support.

Sincerely,

*Your name*