Dear ,

**<Insert a personal paragraph connecting you to the person to whom you are sending this letter.  Who referred you to this person?  Is this person aware of the agency for whom you will be working?  Does he/she have a personal connection with the ministry? Do you have common interests that connect you?>**

Example:

*We have been talking with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and she connected us with you because we have several things in common- like your heart for missions! She told us you served in Brazil for 10 years; we also have a desire to reach the nations, specifically (country name).*

**<Insert a few lines about your calling to (organization)>**

Example:

*Last summer, I had the privilege to teach English at a children’s camp in (country), which the Father used to confirm the desire to teach overseas and to influence a culture that has limited access to the good news. He has given me a gift and love for teaching along with a heart for the people of (country) and (organization) has given me a way to combine those passions.*

**<Illustrate the Need/Urgency/Challenge>**

Example:

*Did you know that there are 1.3 billion people and 516 distinct people groups in the country of China?  Eighty-three percent of those people are still unreached by the Good News.  They live in what is called the 10/40 window, which is a rectangular area including North Africa, the Middle East, and Asia.  Over half of the people in this area have had no valid opportunity to respond to the Good News.*

**<Share about the Mission/Strategy>**

Example:

*The Father, however, is continuing to move powerfully in China.  He is using one particular organization, (name of organization) with strategic impact.   In fact, (Country Name) has requested that (organization) send 1,200 English teachers to their universities.  There is great need for more people to join the Father in what He is doing in (country name), but not enough people willing to go to fill all of those teaching positions. I have felt His call to be one such teacher. I have decided to partner with (organization Name) on a long-term basis. My focus will be two-fold: first, I will be teaching conversational English at a university; second, I will be intentionally building relationships with my students and teaching them about the Good News and mentoring them in eternal principles.*

**<Cast Vision>**

Example:

*Over the next 2 years, I will be working with a team to multiply believers by building relationships with our students and mentoring them so that they can then go share the Good News with their families and friends. This is a big goal, but we serve a big Father. I am looking for people to labor with me, to stay connected with what is happening, and to partner in sincere uplifting thought for the (nationality) people. I am also seeking out fellowships and individuals who are willing to give regularly to this work.*

**<Communicate Future Contact>**

Example:

*I would like to give you a call in the next few days to see if you would be interested in meeting with me. I would love to share more of my story, hear more of yours, and invite you to partner with me in sharing Him with the people of (Country)! I look forward to speaking with you.*

Sincerely,