

Sample Fundraising Request Letter

To Whom It May Concern,

My name is ##### and I am the VBS Director for ##### Church. During the month of *June 2020* we anticipate hosting approximately *100* students on our campus for our annual Vacation Bible School. Vacation Bible School is a week-long Bible School where children ranging from pre-k-grade 6 learn about the Bible. The daily sessions are 4 hours long and include dynamic dramas, lessons, crafts, snacks, music and games. Kids have a blast! Last year *(share a story from the previous year highlighting the importance of the program, you can share attendance stats, testimonials from a child/parent, etc).*

We are so thankful for the opportunity to positively impact *(insert city name)*, we need your help to once again host 100 students.

With your support, we can *(specifically list what you are asking the donor to contribute....'with your support, we can feed the students breakfast each morning' or 'with your support, we can provide daily crafts for the kids to complete' or 'with your support, we can send each child home with a gift bag with activities to complete throughout the summer')*. Would you consider *contributing (specifically ask the giver for a dollar amount or item...'would you consider contributing \$200?' or 'would you consider contributing day old pastries?' or 'would you consider contributing crayola products for crafts?')*. Together, we can accomplish something wonderful for the children of *(insert city name)*.

Your contribution will go toward *(restate your goal, be specific when possible)*. You can give online at *(insert your online giving platform)* or can mail your contribution by check to *(insert church mailing address)*. Make your check payable to *insert correct info*.

Thank you again for your support,

VBS Director

Church Name

Church Address

Your Email/Phone