

[Your Name]
[Street Address]
[City, STATE Zip]

[DATE]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, STATE Zip]

Dear **[Recipient Name]**:

I have applied to be a student at Summit Bible College and have started a campaign to raise funds for my education. Contributions to my account will provide me with the training that will better equip me for ministry. It will also benefit you in knowing that it will go towards helping a minister do the work of the gospel, and since Summit is a 501(c)(3) organization, donations for students are tax deductible.

The total cost of my tuition and books is **[amount]**.

If you want to know more about Summit, please take the time to visit the Summit Bible College Web site at www.summitbiblecollege.com. If you would like to give a gift in my name, please see the Donations page at www.summitbiblecollege.com/donations for instructions, and be sure to note my name appropriately when sending your gift so it goes into my account.

Thank you so much for your belief in me and in my training for ministry.

Sincerely,

[Signature]

[Your Name]