

Sample Deputized Support-Raising Letter

Version A

When a deputized worker communicates directly with donors, it is important to include the following:

1. Wording that makes it clear the deputized workers are serving under the auspices of the organization.
2. The employer-employee relationship is documented, even beyond the requirements outlined by the IRS.

The following sample letter provides helpful language that your organization can share with deputized workers.

We are thrilled to send you our first letter since arriving here in Sumy, Ukraine. The flight was long but uneventful, and we are getting settled into the house provided by Missions International.

It is not possible for Nancy and me to adequately express our appreciation for your willingness to provide prayer and financial support for the ministry here. Your liberal gifts to support the outreach ministry of Missions International in Sumy enables us to serve here.

← The wording makes it clear that Bill and Nancy are serving under the auspices of the ministry.

The Missions International field in Sumy includes a church, school, and a ministry center. All three units of the ministry are in the early stages of development so we have our work cut out for us to help bring maturity to these programs.

Missions International is a faith mission organization. As staff members, we must develop financial partnerships to provide the funding for salary, ministry expenses, health benefits, and related expenses. A portion of each gift dollar goes to administrative costs.

→ The employer-employee relationship is documented here. This paragraph even goes beyond the guidance outlined by the IRS and discloses that a portion of the gift will be used for overhead.

In service to the Master,

Bill and Nancy Jones