



## Support Letter Instructions

Here are some instructions to help you produce and complete your letters to request support from your friends and family.

1. The sample letter is provided for you to:
  - Make copies of, sign and mail out
  - Personalize and mail out
  - Use as a template for an email/social media support letter
2. Enclose a pre-stamped envelope with your letters, addressed to you. This allows you to keep a list of who donates so you can send a thank you note to them following camp. Taking the time to thank donors usually means they will be more likely to give again in following years.
3. You can turn your donations into King's Harbor Church using a KHC tithing envelope. Write RFKC on the envelope and also your name. Turn in through weekend offering or place in the tithing box located in the worship center.
4. Your donors can also give online through the King's Harbor Church website. You can send the link via email or social media: <http://kingsharbor.org/rfk>. NOTE: Be sure to have your donors choose your name from the drop-down menu.

**DON'T FORGET TO SEND A THANK YOU LETTER!**

Please let us know if you need any assistance. We are more than happy to help! Christine can be reached at [rfkc@kingsharbor.org](mailto:rfkc@kingsharbor.org).