

John W. Smith

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January XX, 20XX

Dear _____,

Paragraph 1: Write a brief introduction re-acquainting you with the potential supporter. Start off casual and comfortable so the reader is drawn in to your letter. Share a brief story, a quote or something that will catch the reader's attention.

Paragraph 2: Explain some things that are going on in your life (spiritually, educationally and directionally) and tie it in to your education at Liberty University. If applicable, explain circumstances as to how God led you here and what He has done for you while you have been studying.

Paragraph 3: Proceed with an explanation of Liberty University's mission and what you believe your purpose is here and possibly what you see God doing in your future here.

Paragraph 4: Make a request for prayer, emphasizing the importance prayer will play in the success of your future at Liberty. Then, let them know of your financial need and the steps that you have taken to make sure you have provided for school as much as possible. Invite them to participate financially. Make sure to explain the way the funds will be used (e.g. books, tuition) and how God has provided for you presently.

Final Paragraph: Thank them for their time and prayers and let them know you'll be looking forward to hearing from them soon. Be sure to include your contact information and phone number so they may get in touch with you if they have any questions.

Salutation,

Your Signature

Your Name

**Student Advocate Office
Liberty University
434.582.7200**

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