

\*Send on church letterhead

February \_\_, 2026

John Doe [Insert the address the organization you're addressing]

Dear John, [Insert name of organization leader]

It's that time of year again. Vacation Bible School (VBS) is right around the corner! We have our VBS Team in place, and we expect [25] parents from the community this year.

Our church holds VBS every year for all ages, but this year we are preparing to engage in a significant outreach to our community. In the past, we have welcomed around 25 children and youth from our community, but we want to have a broader impact and could use your help to accommodate 75 more children and youth, along with at least 25 parents. Will you help us make sure more children not only have an opportunity to attend, but also that we can offer door prizes that benefit a household?

A \$100 gift card will purchase four (4) small household items for prizes. A household item, such as a slow cooker, blender, Swiffer, etc., will serve as a prize. [Adapt your request amount and type to the organization you're addressing.]

[Insert your Church name] regularly serves our community. We want to build stronger family units as they learn to grow in character and connect with a Christian community. Your gift of door prizes will have a significant impact on these parents, who will grow deeper in their relationship with God during the week of VBS you have so generously made possible for them.

Thank you for your generous commitment to the work of Jesus Christ throughout VBS this year.

Sincerely,

[Insert name], VBS Director

[Insert your Church name]

