

*Send on church letterhead

February 1, 2026

John Doe [Insert name and address of the organization]

Dear [Insert name],

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 [100] children and youth 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 twenty-five (25) children and youth from our community, but we want to have a broader impact and could use your help to accommodate more children and youth. Will you help us make sure not only that more children have an opportunity to attend, but also that we can be sure to serve a hot meal every night for a week?

A \$300 financial gift or gift card will purchase meals for twenty-five (25) kids for the week. *[Adapt your request amount and type to the organization you're addressing.]*

[Insert your church name] regularly serves our community, and we want to be a part of what is happening in the hearts of our children as they learn more about growing in character and perseverance. Your gift of meals will have a significant impact on these children who will grow deeper in their relationship with God in the week of VBS that 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]

