

# How to write a prayer letter

## PRAYERLETTERS (bi monthly)

First quarter – send to office for editorial assistance

After then, send to partners but copy office.

- a) Length – 1 ½ to 2 pages
- b) Content
  - i) Information – how you're faring
  - ii) Placement & roles (it is not a detailed work report but we do want to know some specifics of what you are doing, with whom and why)
  - iii) How it's been settling in, how your family back home are doing
  - iv) Any ministry encouragements
  - v) Prayer points / thanksgiving (easily forgotten but most important – this is a PRAYER letter – give us some *specific* things to pray for)
  - vi) A picture is nice – not more than 2.
  - vii) You might include a verse
  - viii) Sign out – remember to include your name
- c) Remember to be formal. Though it is a friendly prayer letter, avoid slang and over familiar language.
- d) Be very clear and maintain focus – what are you communicating?
- e) Be honest – do not exaggerate the details to make it look either good or bad. It is not about impressing the readers.
- f) Remain humble – do not present yourself / your exploits. Point to Christ, remembering that it is by His grace that you're serving and able to have an impact where you are.
- g) Remember to **proofread** your prayer letter before sending it to avoid typos and grammatical errors.

- h) Font size, colour, etc. – consistency, simplicity, readability, attractive
- i) Language – English or Kiswahili

**Things to NOT include**

- a) Financial statements and details e.g. I raised ----- much.
- b) Your personal number for M-Pesa. Give the office pay bill number.
- c) Jokes
- d) A sermon – a short Bible thought can be really nice but it is not the place for a long exposition
- e) Vague spiritual waffle