FUNDING LETTER CHECKLIST

Set Up

- Maximum two pages
- White space: one-inch margins, space between paragraphs and around photos
- Simple graphics and layout (avoid dark background and light text)
- Easy-to-read font (Times New Roman, Montserrat, Arial, Georgia) and point size (11+)

Funding Letter Must Haves

- Official logo (NavTeams/Spaces/The Navigators Brand/Download Logo Files and Templates)
- Specific date (November 19, 2026)
- Greeting (Dear friend, or Dear Dave and Jan,)
- Your first and last name printed on the letter
- Your contact information (email, phone, mailing address [unless security risk], giving URL—navigators.org/staff/NavID)
- A clear financial appeal with specific dollar amount (My funding goal is to raise $9,247 in special gifts by December 31.)
- Suggested giving amounts or a range of giving ($100, $250, $500, and even gifts of $1,000)
- Instructions on **when** and **how** to give (To give, please go to navigators.org/staff/NavID, or use the enclosed commitment card and envelope by December 31. Thanks!)
- Include a Navigator commitment card/response envelope (order at navigatorstore.com)

Letter Content

- Say in first or second paragraph the letter includes a financial partnership request
- Focus on ministry vision, continued impact, changed lives, and the future—not deficit, budget, shortfall, or need
- Tell a short ministry story that shows how your ministry is changing someone's life
- Add a photo and caption related to the ministry story
- Thank partners for being in ministry with you

Finishing Touches

- Hand-sign letters
- Quality paper
- First-class stamp