

*[Sender's Name]*

*[Sender's Address]*

*[Date]*

*[Recipient's Name]*

*[Recipient's Address]*

*Respected Mr. [Recipient's Name],*

*On behalf of my team, I am sincerely grateful to you for funding our mission trip. Your commitment to supporting us with this mission trip is truly appreciable. This generous support of yours will help us to heal and touch many souls through our missionary activities. One part of our activity is to aid the local people by helping them in building housing communities for themselves.*

*I would also like to mention that this is our first time going on a mission trip. We truly believe that we will learn a lot from this trip. Again, thank you for the support. I hope that you continue to support us in the future as well.*

*Yours sincerely,*

*[Your Name]*

*[Contact Number]*

*[Email ID]*

*[Signature]*