

{Your Name}
{Your Address}
{Your Phone Number}

{Individual's Name}
{Individual's Address}

{Date}
RE: Bachelor's Degree with Your Partnership

Dear {Individual's Name}:

As a member of the body of Christ at {Congregation Name}, it is with a humble heart I share with you my desire to study more in-depth at the Sunset International Bible Institute through online studies. The institution is overseen by the eldership at Sunset Church of Christ in Lubbock, TX and has been in existence since 1962. Since then, they have trained many students to work in ministry, spreading the gospel all over the world.

It is my goal to enroll in the online program and with your help, obtain my bachelor's degree in Biblical Studies after completing the educational requirement of 40 courses (120 credit hours). With this deeper knowledge of God's word, I plan on ministering to others in a more confident and effective manner through working alongside the local ministry here.

With this degree, my specific goal is to {explain your specific goal in ministry}.

Each 3 credit hour course costs \$135, not including the required textbooks. My request to you is that you will partner with me to help with my tuition. Whether per course or per month, your financial support is greatly needed and can be completely anonymous as well.

This support can be mailed to Sunset International Bible Institute at 3723 34th St. Lubbock, TX 79410 with a note on the check: Online Student {name}.

Please do not hesitate to contact me with any question that you may have about my future plans of working in ministry.

{Closing}
{Your Name}