

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Church Name]
[Church Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval Request for Mission Trip

I hope this message finds you well. I am writing to formally request approval for a mission trip I plan to undertake with a group of fellow members from [Church Name].

The mission trip is scheduled for [start date] to [end date] and will take place in [location]. Our primary goals for this trip include [briefly outline the mission objectives, e.g., serving the local community, providing humanitarian aid, etc.].

We have prepared a detailed itinerary and budget, which I have attached for your review. Our team is committed to conducting this mission responsibly and in alignment with the values of our church.

I kindly ask for your support and approval for this mission trip, as it represents an opportunity for our church to extend its impact beyond our local community.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position or Role in the Church]