**Example letter to Points of Contact**

Hello! I am contacting you with the hope that you will help me with a **surprise** for ----------. Earlier this year, -------- was asked to join a small men’s discipleship group. They meet each --------------- for an hour and they will continue this for the entire year. Their focus is on five “F’s”…..Faith, Family, Friends, Finances and Fitness. Words can’t express how much this group has helped him already. It has grown his faith and challenged him to lead and serve our family without compromise. I have been tremendously blessed because of the things he has learned and applied to our family. He looks forward to their meetings each week!

The group’s leaders, -------- and --------, want to do something special for each member of the group. They would like to **surprise** -------- with a collection of notes & letters of encouragement. They have reached out to the wives and asked us **in secret** to contact parents, siblings, close friends, co-workers, or anyone we feel would be a blessing to him. I am contacting you because you fall in to one of those categories!

In your note or letter, please share with him how he has blessed you or someone you love, what he means to you, how you appreciate him, how he has helped you, etc. You could also just write him a note of encouragement or share a verse that you have prayed for him. There are no rules or restrictions. It doesn’t have to be long. Just share something from your heart.

I have to turn in everything to the leaders by ---------- . After everything is collected, the leaders will **surprise** them soon after in a special ceremony. If it is easier for you, feel free to attach your letter to an email and send it to me at -------------------------. I will print them off. If you would rather include a handwritten letter, card or note, please mail them to me at ------------------------------------.

Thank you so much for your help and for being willing to encourage ----- in this way! Contact me at ------------ with any questions.

**Note:** Make this letter your own but use these basic elements.