

Writing Prayer Letters

Tips for writing a great prayer letter:

1. Make your first sentence interesting.
 - a. The key to a great prayer letter is the first sentence.
 - b. If your reader is not hooked at the beginning, typically you've lost their interest.
 - c. Your reader may skim the rest of your prayer letter, but they won't be as involved or give it the attention you want.

2. Put your most important or interesting facts in the first paragraph.
 - a. If your reader is not interested in your first paragraph, he is unlikely to read the second paragraph.
 - b. Your reader will want to learn:
 - i. how many were saved, baptized, and added to the church.
 - ii. what role you played in the ministry.
 - iii. how your reader can pray specifically and thus participate in the Lord's work with you.
 - c. A good approach is to assume that your reader might need to stop reading before finishing your prayer letter.
 - i. Does your prayer need or praise report still come across if your reader can only read the first paragraph or two?
 - ii. If not, re-arrange the prayer letter.

3. Use the "inverted triangle" method of delivery.
 - a. With the most important facts at the beginning, the reader can work down from there.
 - b. The rest of the article explains and expands on the beginning.
 - c. Put the fluff that is least important at the end.

4. Your conclusion:
 - a. Can briefly restate what you already said.
 - b. Thanks the reader for his interest.
 - c. Should remain upbeat.
 - d. Leaves the reader looking forward to your next prayer letter.