



Sample Notes of Outreach and Encouragement

the HOPE INITIATIVE

The goal of these notes is to encourage someone who is not a part of your church as you turn your heart outward. These notes might be handwritten notes, emails, texts, or other methods you choose to communicate best with others. These are simply starting points, so feel comfortable putting them in your own voice. The goal is to encourage others by name, so your notes should include the recipient's name.

TO A COMMUNITY LEADER:

"I am (name), and I am writing just to thank you for your service to our community. I am a member of (name) Church, and I am praying for God to give you wisdom and endurance in your important work. God bless you!"

TO AN EDUCATOR:

"I still remember teachers whose influence in my life was important. I just want to say 'thank you' for your work in educating the next generations of our community. I am grateful for your ongoing faithfulness. God bless you!"

TO A LOCAL MERCHANT:

"Regularly, I am the recipient of your services at (name). I suppose you don't receive many notes of gratitude and encouragement, but I am thankful for your services. Your work does not go unnoticed. God bless you!"

TO A LOCAL PASTOR:

"I am a member at (name) Church, but I am praying this week for other pastors in our area. You are on my list this week, and I want to encourage you in your work. Feel free to let me know if you have any particular prayer concerns. God bless!"

TO A NEIGHBOR:

"Sometimes we all get so busy we don't stop to say 'thank you' to friends. I am thankful you live in our community, and I pray for you and your family. May God bless you with a great day today!"

TO A NON-BELIEVING FAMILY MEMBER OR FRIEND:

“I am writing to you today to say ‘God loves you, and I do, too.’ Jesus means much to me, and I am thankful He has put you in my life. You are a blessing to me. I am praying for you today.”

TO AN EMPLOYER:

“I’m writing today just to encourage you as my employer. I suspect bosses hear a lot of negatives, but I want you to hear my gratitude today. I know your task is not easy, and I pray for you regularly. God bless!”

TO SOMEONE NEEDING ENCOURAGEMENT:

“I am sorry you are facing a tough situation these days. I am with you, and I’m praying for you today. Please let me know any way I might help you in this difficult time. God bless you!”

TO A NEW RESIDENT IN YOUR COMMUNITY:

“It was good to meet you recently, and I am writing to welcome you to our community. I attend (name) Church, and we are committed to praying for our neighbors. If you have any specific prayer needs, please let me know. Blessings!”

TO A GUEST AT YOUR CHURCH:

“I am writing to thank you for recently visiting (name) Church. I have been attending there for (time), and I’m excited about what the Lord is doing there. We believe the good news of Jesus changes lives, and I pray you experience that truth, too! God bless.”

TO A FIRST RESPONDER IN YOUR COMMUNITY:

“You and your team of first responders help to keep us safe, and I am writing simply to thank you for your services. I realize you often put your life on the line for us. Know that I am praying this week for you and others who serve alongside you.”

TO A MEDICAL PROFESSIONAL:

“The recent pandemic-influenced years have reminded me again of the important task you do every day. I am glad you are my physician, and I am grateful for you and your office staff. This week, I am praying for you, your family, and your practice. God bless you!”

TO A COLLEGE STUDENT:

“You are at an important juncture in life as you make decisions about your future. I know God has a great plan for you, and I am praying for His guidance in your life. I am cheering you on. Blessings!”

TO A NEW PARENT:

“Congratulations on the new addition to your family! Parenting can be both difficult and exhilarating, and I am praying for you as you start this adventure with your (son or daughter). May the Lord give you wisdom, patience, and great joy in the years to come!”

TO SOMEONE EXPERIENCING GREAT LOSS:

“Sometimes it’s not easy to know what to say when others are hurting. I am sorry you are facing this great loss today, and I am praying for the Lord’s comfort for you. I’m glad He heals the brokenhearted. Please let me know if I might help you in any way. God bless you.”