

## **SAMPLE SUPPLEMENTAL MATERIALS EMAIL**

TO: [ladybugadmin@ladybuggiving.org](mailto:ladybugadmin@ladybuggiving.org)

FROM: [jdoe@gmail.com](mailto:jdoe@gmail.com)

SUBJECT: Supplemental Materials

---

Name of Church/Faith-Based Organization: XYZ Church

Point of Contact Name & Email Address: Jane Doe – [jdoe@gmail.com](mailto:jdoe@gmail.com)

Type of Application: Ministry Activity

Ministry Type: Healthcare

Attachments Include:

- 1) Pastor Letter of Support
- 2) Healthcare Facilitator Letter of Collaboration
- 3) Proof of Church Designation