

Letter Writing Tips

Did you know 17 muscles are used when you smile...and **43** of them are working when you frown!

One of the quickest ways to help bring a smile to someone's face is to mail them a letter. Sending a note of encouragement, love, or support can make someone feel like they just received a hug. Funny jokes, sweet poems, and silly drawings are practically guaranteed to make someone smile!

See below for some recommendations on how to write and share letters:

Inside, write, "Dear Friend,"

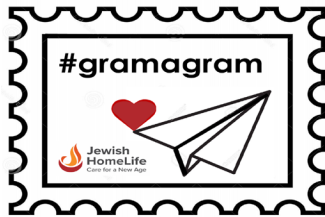
Toward the bottom of the letter, students should write their name and school address and ask the resident to please write back!

A few tips before you get started

- Write it by hand. Giving your message a personal touch shows your reader how much you care. Plus, it's unique - no one has your handwriting but you.
- Make it neat so the recipient can read your handwriting.
- Make it personal. Let your creative side shine with bright colors, glitter pens, drawings, and other personal touches!

Let's get started

- "Thank you" or "Thinking of you"—pick one! Decide what type of note you're writing and let the message guide your writing.
- Be kind and thoughtful. When you begin to write, think carefully about what you want to say and how you can spread kindness. Consider how you can craft a unique message that comes from your heart. How can you make the card extra special?
- Be creative. Use your creativity, imagination, and talents to make your note fun and unique! Consider drawing a picture, decorating your note, or adding in a puzzle that you create or a game you love.



- Start with “Dear Friend.” Even if you don’t know your reader by name, starting with “Dear Friend” will make them feel special and cared for.
- Introduce yourself. Let your reader know who you are and why you’re writing.
- Give some personal flair. Share your hobbies, how old you are, how many siblings you have, what school is like this year, etc. Is there something you’ve been doing that you want that person to know about? Can you share a story that will make them happy?
- Ask how they are doing and what types of things they enjoy.

Signing off

- Send positive thoughts. Share your positivity and well wishes. What do you hope for your reader right now? Is there anything you’d like to thank them for?
- Use a closing salutation such as “sincerely” or “best wishes” for someone you don’t know or don’t know very well. Sign your name to the letter to show your reader it’s coming from a kind and genuine person: YOU.

