

Tips for Writing Letters

Send a long-distance hug with a heartfelt letter to people who can benefit from knowing that you're thinking of them.

What should I know before I write my letter?

- Write it by hand. Giving your message a personal touch can show your reader how much you care. Plus, it's your unique stamp! No one has your handwriting but you.
- Make it neat. Make sure your recipient can read the wonderful words you write to them!
- Make it personal. Let your creative side shine with bright colors, glitter pens, drawings, and other personal touches!
- Don't write the date. While we often want to mark the date that we write letters, it may take longer than normal for this letter to be delivered. Leaving off the date will help your reader feel special and remembered even if they receive it late.

What should I write about?

- "Thank you" or "Thinking of you"—pick one! Are you writing to a resident at a nursing home? Want to thank a caregiver? 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 or decorating your note.
- 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 (and NOT because your teacher/school made you!).
- 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?
- Give some personal flair. Share something that only you can. 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?
- Avoid religion and personal views. Since we don't know exactly who will receive your letter, make sure that your note is kind and broad—so that anyone who receives it will feel that it is meant for them.
- Sign your first name. Sign your name to the letter to show your reader it's coming from a kind and genuine person: you. While it's important that this letter come from you, don't share more personal information (like your last name, home address, or phone number)—if the reader knows your name and that you're from SRA, that's more than enough.