



Letters to Show You Care



Writing down your appreciation for those you care about and those who take care of you and your community is a great way to thank them for their support, dedication, and passion for serving our community. Words of thanks are appreciated at any time, but they can be especially important right now.

To Whom Might You Write?

The easy answer is anyone you'd like! You might write to someone who's done something kind for you, or someone who provides an important service to the community. It might be a complete stranger that you'd like to acknowledge for the work they do. Some possibilities include:

- A family member
- A friend
- Healthcare professionals (doctor, nurses, EMTs, dentists)
- Teachers, school administrators, school staff members
- Staff or residents at senior living centers or rehabilitation facilities

Example of Addressing an Envelope

Use the template below for addressing an envelope if you plan to send your letter by mail. Remember to use a stamp.

Your Name
Your Address
City, State, Zip Code

Recipient's Name
Their Address
City, State, Zip Code

Bob Smith
555 Main St.
Ypsilanti, MI 48197

Sarah Price
734 North St.
Ypsilanti, MI 48197



Guide for Younger Writers



Postcard

In this activity, you will create your own postcard.

Items you will need:

- A piece of cardstock or paper, folded to make a postcard-sized rectangle (ranges from 4"x6" to 6"x9")
- Pencils, crayons, markers, pens, or other favorite writing/coloring instruments

Instructions:

1. On the front of your postcard, draw a picture. For example:
 - a. What do you look like when you're really happy? Draw a self-portrait to show just how being happy makes you feel.
 - b. What does the person to whom you are writing do that you are thankful for? Draw a picture of them helping you or others in this way.
 - c. How do you help other people? Draw a picture of yourself helping another person.
2. After you've drawn a picture, color it in. Focus on making your postcard bright and colorful.
3. On the back of your postcard, write a message to the person you are sending your postcard to. Get as creative as you'd like! Some ideas include:
 - a. List three things you'd like to thank this person for. Start your message with, "Thank you for ..." and then share the three things. You can share more than three too!
 - b. Write a poem that expresses your feelings about the picture you drew on the front of the postcard.
 - c. Write a story about the picture you drew on the front of the card. Tell the person what you drew and why it is important or meaningful to you.
4. Make sure to sign your postcard so the person you are sending it to knows who created it!
5. Send your postcard in the mail. You might need to ask an adult for help with this. You might also consider hand-delivering your postcard.



Guide for Teen and Adult Writers



Thank You Note

In this activity, you will write a thank you note to someone (this might be an individual person or an organization) to whom you'd like to express your appreciation. This could take the form of a handwritten note or card.

Items you will need:

- Paper or card
- Pen or pencil

Instructions:

1. Pick a person or organization to write to. If you need suggestions about who to write to, look at the list of ideas at the beginning of this writing resource.
2. Think about why you are thankful for this person or organization. Here are some prompts to get you started:
 - a. "Someday, I hope to work as a _____ like _____ because ..."
 - b. "This person or organization ..."
 - i. works hard by ...
 - ii. keeps me safe by ...
 - iii. shows their commitment to their job or community by ...
 - iv. helps me (or my community) by ...
 - v. is someone I admire because ...
3. Write your note! Start with a greeting like, "Dear _____." Then continue with "I'm writing this note to thank you," or a similar opening. Write why you are grateful for this person or organization. Use the ideas generated from the prompts you explored above to write the contents of your letter.
4. You could include a drawing or other hand-drawn decorations to make your note stand out.
5. Make sure you sign your note so that it is personal.
6. Send your letter in the mail. (See page 1 for how to address a letter). You might also consider hand-delivering your letter.

