

## Letter Writing Instructions

Please follow these instructions carefully – even though the task is simple enough, we’ve all had the experience of getting confused or distracted and making errors, so it’s very helpful if we use a systematic approach.

1. We’ll start with the envelopes. In your packet are two stacks of 10 envelopes, rubber banded together. **PLEASE SAVE THE RUBBER BANDS, WE’LL NEED THEM LATER.**
2. Go through all 20 envelopes and write the return address in the upper left hand corner:  
*Your Name*  
*c/o 2364 Jackson Street #5000*  
*Stoughton, WI 53589*
3. Next, take out the list of 20 voters, “**Vote Forward Voter List.**” Check to make sure that the first name on the Voter List corresponds to the voter name at the bottom of your first letter, and the last name on the Voter List corresponds to the voter name at the bottom of the last letter. *If they don’t match, please let us know right away by Chat!*
4. You’re going to go back through your pile of envelopes and address one envelope to each voter on the list. As you go down the list, you’ll want to use a ruler to be sure that you copy out each address accurately, so that you don’t mix up the addresses. Place a check mark next to each voter’s name when you’ve finished their envelope.
5. When you’re done, set the completed envelopes aside. **Discard the Voter List, you won’t need it again.**
6. Now take out the letters. We’ll do them one at a time. At the bottom of each letter is the voter’s name and address: write their name at the top of the letter in the space after the word “Dear       ”.
7. Then you’ll see a space where you can write a personal message about why you vote. We’ve included a sheet of sample messages to inspire you; feel free to use one of these or write your own. Try to imagine connecting personally with the voter as you write.
8. Sign your name (or print it if you prefer). Finally, using a highlighter, highlight the date of Election Day: **November 3, 2020.**
9. Go through this process for all 20 letters.
10. When the letters are done we’ll pair them up with the appropriate envelopes. For each letter, before you stuff it in the envelope, please check one last time to make sure that the voter’s name printed at the bottom of the letter matches the voter’s name on the envelope. Stuff the envelopes. Don’t seal them yet, in case you discover a glitch later.
11. Once we’ve gone through all 20 letters and are sure the right letters are in the right envelopes, we can seal and stamp them. We’ve supplied a sheet of 20 stamps, which you can affix to the sealed envelopes.
12. **Rubber band the completed envelopes together in two stacks of 10, and place them side-by-side in the pre-stamped manila return envelope. Please don’t stack them 20 high or the Post Office won’t deliver them!** We need them as flat as possible. Now you’re ready to send them back to us. Thanks for a job well done, and for helping to keep our democracy alive!