

## 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. Before the retreat you’ll need to do the following in advance:

- a. Print the packet that we emailed you, 27 pages in all, consisting of the Retreat Schedule, Retreat Guidelines, Chants (2 pages), Letter Writing Instructions, Sample Messages, and Letters (1 summary page plus 20 letters);
  - b. Purchase 20 envelopes, (size #9 or #10); and
  - c. Purchase 20 first class “Forever” stamps.
2. To write the letters, we’ll start with the envelopes. Go through all 20 envelopes and write the return address in the upper left hand corner:  
*Your First Name and Last Initial*  
*Vote Forward*
  3. Next, take out the list of 20 voters, “**Voter List and Instructions.**” You’re going to go 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.
  4. When you’re done, set the completed envelopes aside. **Discard the Voter List, you won’t need it again.**
  5. Now take out the 20 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       ”.
  6. 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.  
*Also, please don’t write anything partisan or mention any candidate by name.*
  7. Finally, sign your name (or print it if you prefer).
  8. Go through this process for all 20 letters.
  9. 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.
  10. 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. Use the 20 stamps that you purchased in advance: you can affix these to the sealed envelopes. Seal the envelopes.
  11. **Now find a place to stash the letters, and remember where you put them!** We’ll send you a reminder in October and ask you to go to your local post office and mail them off. Thanks for a job well done, and for helping to keep our democracy alive!