

# LETTER WRITING TABLE SET UP



After an event, whether it's 250, 500, 1,000 or even 10,000 letters, each letter will be screened by an Operation Gratitude volunteer and then placed into a care package for delivery to a service member.

## TABLE SET UP

- Place blank stationery and cards in the center of each table, along with pens, markers, pencils, etc.
- Print out our Letter Writing Guidelines, which include writing tips, for your team.
- Encourage your team to include an email address on their letters. In most cases, a thank you email might be sent out from the recipient.



## IN THEIR OWN WORDS

"I just wanted to thank your organization for taking the time to send care packages out to service members. It is a strong gesture and was appreciated amongst our personnel when the care packages arrived.

The favorite items amongst our squadron were the notes and letters written by your volunteers. I can say for myself it is refreshing to know strangers would take the time and effort to do this and helps make the time away feel worthwhile."

"All I could do was smile while I read all of the cards and letters. This truly made my day. I am so thankful to know that there are people out there who support our men and women of the military, especially when you don't even know us. Thank you from a grateful SSgt of the Air Force."



*There is no need include individual envelopes, as every letter goes through a screening process once received; the letters are then bundled together for inclusion in our care packages.*

**Please send all letters/cards in a separate large envelope/or box.**