



MailCall250 LETTER WRITING GUIDE

Mail Call 250 is a nationwide campaign collecting 250,000 handwritten letters in honor of America's 250th anniversary.

LETTERS VS CARDS

Adults, middle and high school students need to write letters on paper using the following guidelines:

1. Letters can be written on *any* kind of plain, colored, or decorated paper or stationary. Lined is best but not required.
2. All letters are required to contain a **minimum** of FIVE (5) full sentences.
3. Write neat and legible; no typing.
4. No religious or political references.
5. Sign first name only; no personal contact info.
6. Do not fold your letters; they should be mailed flat.
7. No glitter, confetti, or loose decorations

If you are feeling creative, get out your crayons, markers or colored pencils! The troops love decorated letters!

Elementary students and writers with disabilities can make cards or write letters appropriate for their developmental abilities using the following guidelines:

1. Letters can be written on *any* kind of plain, colored, or decorated paper or stationary. Lined is best but not required.
2. All letters are required to contain a **minimum** of ONE (1) full sentence + artwork.
3. Do not fold your letters; they should be mailed flat.
4. Write ; no typing.
5. No religious or political references.
6. Sign first name + age / grade.
7. Do not use glitter, confetti, or loose decorations

ABOUT NOTECARDS AND CARDSTOCK

Notecards and cardstock are approximately three times thicker than paper, which increases shipping volume and cost. If you prefer to use notecards or cardstock, please submit a \$0.05 per letter delivery support donation.



DO NOT FOLD YOUR LETTERS

Letters should be mailed flat. If you are only writing a few letters and they can fit in a business size envelope, they can be folded. Business size envelopes can hold ~7 folded letters. Any more than that will need to be mailed flat in a box or large manilla envelope.

ENVELOPES

If you are sending more than one letter please do not put each one in its own envelope. Removing multiple letters from individual envelopes delays mail processing significantly. As noted above, business size envelopes can hold ~7 folded letters. Any more than that will need to be mailed flat in a box or manilla envelope.

CAN MY LOGO APPEAR ON MY LETTERS?

Yes! As a **Letter Sponsor**, your logo can appear on every letter you write. Sponsorship starts at .32 cents per letter written on logo stationary or .42 cents per letter written on logo notecards or postcards.

COMPLIANT VS NON-COMPLIANT LETTERS

The #1 reason letters end up in the recycle bin is that they are too short. Letters with just a short sentiment will not be delivered. Please write more than, "Thank you for your service." Our military risks their lives for our freedom. Tell them *why* you are thankful!

Examples: amillionthanks.org/noncompliant/

LETTER DONATION FORM

You will be asked to report an accurate number of veteran and service member letters being mailed, not an estimate. You will also be asked to estimate the number of volunteers who participated in letter writing. These numbers are reported to the IRS for in-kind donations.

The date your letters will be postmarked should not be an arbitrary date. It should be the actual date your letters are mailed.

After you or your group has finished writing, sorting and counting your letters, please visit <https://amillionthanks.org/register> to complete our letter donation form.

MAILING ADDRESS

Once you submit the Letter Donation Form, you will receive our mailing address in your confirmation email.



PACKING YOUR LETTERS

Please put "Dear Veteran" letters in a separate pile before shipping to AMT. Secure each pile with a rubber band to help prevent your letters from being damaged during shipping.

UNIT DELIVERY SUPPORT

Each unit has a delivery support goal which correlates with the number of letters we will send to each unit. Postage is approximately .04 cents per letter. If you would like to support delivery + operating expenses, please consider a donation of .32 cents per letter to sustain our letter writing programs.

Every single penny we receive is valued beyond measure. Thank you for your continued support!

WHAT TO SAY IN YOUR LETTERS

Need ideas for what to write? Writing prompts: <https://amillionthanks.org/say>

HOLIDAY MAIL DEADLINES

We'll gladly accept letters mailed after the holiday deadline. We mail letters to service members and veterans **all year long**, so timeless messages of gratitude are always welcome. Holiday mail resource page: amillionthanks.org/holiday