



# How to...

## AIR MAIL

In ancient Greece, carrier pigeons delivered important messages, from Olympic news to wartime secrets.



# Write a meaningful letter

Delight someone with a handwritten note sent through the postal service.

In these times of calls, texts, and video messages, a personal letter in the mail is a fun, unexpected surprise. When you send a handwritten note on paper, the person who receives it feels touched, which in turn makes you feel good. Here is how you can get started.

### Decide who to write to

Think about the people in your life and who would be the most excited to receive a letter from you. Whether it's a friend, grandparent, or a current or former teacher, whose day would you most like to brighten?

### Gather your writing materials

You can use any paper, whether it's printer paper, a sheet ripped from an old notebook, or a sheet of stationery. If you like, you can give your letter decorative touches with stamps, stickers, or hand-drawn doodles around the margins. Use a pencil or pen of your choosing.

### Begin with a greeting

Start your letter with a salutation. The traditional way is "Dear," but if you know the person well, you can also use a more informal salutation such as "Hi." Always follow it with the recipient's name. Write slowly and neatly.

### Write the body of your letter

Some ideas for inspiration: You could write about why you think the letter recipient is a great person or why a memory with them is special to you. Or you could propose an activity you would like to do together soon. You may also ask them questions about themselves, which might encourage them to write a letter back! You can use the back of your paper or a second sheet if you need extra space to write.

### Finish with a flourish

At the end of your letter, close with something that feels right based on who you're writing to. For example, you could write "Love," "Your friend," or "Sincerely." Then under it, sign your first name. If there is something you forgot to say in your letter, you can write "PS" (short for postscript) under your name and write your thought there. Fold your letter and slip it into an envelope that you've addressed and stamped (see box at right). Then pop it in a mailbox. It will take a few days to arrive, so try to be patient and don't tell the person you've mailed them a letter. Just know how pleased they will be when their mail carrier delivers it.



Choose your own sign-off!

## Prep an envelope



Now that you have written your letter, it's time to prepare the envelope. Here's how.

**Address it.** In the center of the front of the envelope, put the recipient's name on the first line. On the second line, write their street address, and on the third, their city, state, and zip code.

**Write a return address.** Put your name and address in the top left corner of the envelope front. This way it can be returned to you in case of a problem with postage or delivery.

**Affix the stamp.** Place it in the top right corner. Also, check with an adult that you have the correct amount of postage.