



## LETTER WRITING: FIRST RESPONDERS

Thank you for volunteering with Operation Gratitude to write letters of gratitude for First Responders. Please follow these guidelines when writing letters:

- **Write letters for:**
  - Law Enforcement, Fire, EMS, Health Care Providers
- **Address letters to the following:**
  - "Dear First Responder", "Dear Health Care Provider", "Dear Law Enforcement Officer", "Dear Fire Fighter", etc.
- **Express your thanks for their selfless service to the community.**
  - These letters will be sent to First Responders across the nation, so please refrain from mentioning your specific community.
- **Keep messages positive.**
  - Suggested topics include: expressing gratitude for their service, sharing hopeful messages, well wishes, and positive thoughts.
  - Prayers are welcome, however please avoid excessive religious comments.
  - Share about yourself, family, hobbies, work, school, pets, travel, interests, etc.
  - Abstain from writing about violence, killing, illness, injury, death, and dying, etc.
  - Avoid all mention of politics.
- **Refrain from including contact or distinguishing information for anyone under the age of 18.**
  - This includes last name, home or email address, phone numbers, school information, social media usernames and phone numbers.
- **If you are over 18, you may include your contact information so the letter recipient can reply.**
  - Recipients are not required to write back.
- **Can't find the words?**
  - Consider drawing or painting a picture instead. Please add a note to kids' drawings with their age.
  - Refrain from using glitter or confetti please!
- **Please leave letters out of individual envelopes.**
  - All letters will go through a screening process and the envelopes slow that down significantly.

Thank you!