

Guidelines for Students' Letters to Soldiers

Forgotten Soldiers Outreach, Inc.
Year-Round Letter-Writing Campaign

Have your students apply their language and writing skills while showing compassion and gratitude to members of our Military.

How to Write a Letter:

- At the top of each letter, use the teacher's name and school's return address, so the service member may write back. Please do not put the date on the letter.
- Use a generic greeting such as Dear Service Member or Dear American Hero. (We send letters to all branches of the Armed Forces, not just to soldiers in the Army.)
- The body of the letter must be positive and upbeat. Here are some suggestions:
 - Tell about yourself. (school, grade, sports, hobbies)
 - Tell about a positive current event. (field trip, birthday, a movie you've seen)
 - Ask a question. (What branch of the service are you in? Where are you stationed?)
 - Give a compliment. (Thank you for serving our country. You are very brave.)
- Close the letter with the student's FIRST NAME only.

Teachers:

- ✓ All letters will be proof-read by volunteers at Forgotten Soldiers Outreach, so please do not put letters into individual envelopes.
- ✓ Artwork is greatly appreciated, but please do not use glitter.
- ✓ Bring letters to the nearest drop-off location. For a list, go to www.forgottensoldiers.org.
Or mail them to:
 - Forgotten Soldiers Outreach, Inc.
 - 3550 23rd Ave. South, Suite 7
 - Lake Worth, FL 33461
- ✓ Thank you for your interest and involvement in this outreach!

Sample Parent Letter & Permission Slip



Date: _____

Dear Parent/Guardian,

Our class is participating in helping Forgotten Soldiers Outreach, Inc., a not-for-profit organization whose focus is to encourage United States servicemen and women who are currently deployed in countries overseas. This organization sends monthly "We Care" packages, which include friendly letters and requested items, to the service members.

Without taking a political standpoint, but rather an act of compassion, I would like the students to have the opportunity to help encourage these soldiers by writing letters and giving them gifts that they can use.

This is a great opportunity for students to use their writing skills. All letters will be proof-read for content appropriateness by the teacher and volunteers at Forgotten Soldiers Outreach, Inc. Also, students are instructed to not give any identifiable information. They may give their first name only, while using the teacher's name and school's address as a return address.

Items will be collected for periodic donations to this outreach. Attached is a list of some items the soldiers have requested. You may also visit this website for more information: <http://www.forgottensoldiers.org>.

Thank you for your contribution.

Sincerely,

Please indicate below if you would like your child to participate in this activity. If you would not like your child to participate, I will provide an alternate activity for your child.

Yes, my child may write a letter to a soldier.

No, I do not want my child to participate in writing a letter to a soldier.

Student Name

Parent/Guardian Signature