

## How to Write Letters for Loved Ones

1. Decide who you want to write. *A Template of Letter to Child*, and *A Template of Letter to Spouse* may be helpful as a guide.
2. Think of the important times you would like to leave a note or card for your loved ones. Think ahead to important milestone times, such as graduations, engagements, marriages, births. Sometimes a simple card, with a note of encouragement, support, blessing, can be very meaningful.
3. When you write a letter, or card, include humor, honesty, and keep it relatively simple. You probably don't want to leave pages and pages of a letter. You can't say everything in your heart.
4. Write down your thoughts, let them sit, and then re-read them. It may help to dictate the letter, or tell it to a friend. Then read what you've said, and condense it.
5. INCLUDE a sense of fun and stories. Again, you don't have to tell it all, just enough so it jars the memory for the one who is reading your letter.
6. After you have written the letter/card, decide who will keep it until it is given. This can be a friend, family member, attorney. It just needs to be someone who will keep it safe and keep your wishes.
7. Our biggest encouragement is to just do it. It can feel like a daunting task, but it actually can be not so hard once you start.
8. Try to have some lightness in doing this. One mom, who wrote a note to her son on the occasion of his marriage, included confetti in the note. The family used to tease the mom that she used almost any occasion to throw sparkly confetti. She told them it was a good way to get the carpet really cleaned! So, when her son opened his note, confetti spilled out. He teared up and then just laughed.
9. So, be yourself, you know your audience, just let the words be the words that need to come from you.