

I RELAY Love Letter Writing!

Step-By-Step Instructions on Relay For Life at UVA's Letter-Writing Campaign

Part 1: Out-Going Envelope (Envelope with personalized address added to it)

- Address the intended recipient in the center of the envelope
- Add your name to the top left corner, above the pre-written ACS address
- Postage will be put on by ACS staff partner

Part 2: The Letter

It is very important to include a personal touch to the letter in order to better connect with the recipient which will in turn help them associate with Relay For Life.

- Be sure to hand-write your own greeting in a blank space on the letter. (ex. Dear Bob.... Hi Bob)
- Write a quick, personal note at the bottom, near where you sign the letter. Be sure to say thank you! Include your position on the exec committee, your personal fundraising goal, who you Relay for, etc.
- Signature of Sender – don't forget to sign your name!
- Write your name and your team name on the donation and luminaria forms (both sides!)

Part 3: Assembly

- Fold finished letter and Luminaria donation form together into thirds
- Place both documents inside the out-going envelope that has the intended recipient's address
- Seal envelope
- Give your completed letters to your ACS staff partner to be mailed
- PLEASE return all unused materials