



# Mailing a letter to Spring of Hope

- 1) Include your sponsored child's first name and ID number at the top of the letter itself. Include the child's name and ID number also on the envelope.
- 2) Mail your letter to the 4others office at the address below:

Attn: [*Child's Name, ET400----*]  
4others  
937 Minnesota Ave.  
San Jose, CA 95125

It will take roughly **two months** for your letter to reach your child's CarePoint. So please think ahead when writing to send birthday or holiday wishes. (An online letter will take about 4 weeks, considering the time it takes to translate and deliver your letter. Visit [4others.org/spring-of-hope/write](http://4others.org/spring-of-hope/write) )

\*Note: If you are sending a *postcard* to your sponsored child, please do not address the postcard itself. Instead, leave that side of the postcard blank for the translator's use. Then, place the postcard in an envelope and mail it to 4others. Be sure to include the child's name and reference number on both the postcard and the envelope.

#### **Writing Policies to Remember:**

- Because of strict mailing and customs regulations, we cannot send items that exceed **8 1/2" x 11" and 1/4" thick**.
- Feel free to send **small, flat objects** with your mailed letters, such as bookmarks, stickers, postcards, photos, and coloring pages. However, we cannot send any perishable items.
- Feel free to send pictures of your family and about your life. Please be sensitive to your sponsored child's culture and be careful not to include immodest or indecent pictures (pictures of people in bathing suits, for example, may not be appropriate).

# Letter Writing Tips and Policies

Every child asks about letters! We encourage you to follow these guidelines as you write your letters:

## Writing Tips:

- Try to write at least once every 3 months. Remember, even a short note is so encouraging!
- Write about things your sponsored child will understand. **Some proven topics include:**
  - Describe your family. Children also love to receive pictures of their sponsors' families.
  - Discuss your favorite pastimes or sports. Explain what you did on vacation.
  - A description of your work, church, or school would be of interest to your sponsored child. Work is an especially appropriate topic for older children.
  - Talk about your relationship with Jesus Christ and share your prayer requests.
  - Explain customs for special holidays.
  - Provide a general description of the area where you live (no specific addresses, please).
  - Encourage your sponsored child in any success or milestone he or she has achieved.
  - Share your dreams about your future.
  - Answer any questions your sponsored child has asked in their last letter to you.
- Keep your letter **short and simple** so our translators can get your letter to your child as quickly as possible.
- **Please avoid certain topics:**
  - Don't elaborate on your material possessions (gifts you receive, the size of your home, or the kind of car you drive, etc). This will only accentuate the difference between you and the child.
  - Don't make promises you can't keep. This includes mentioning that you'd like to visit "sometime." Your child might understand this as though you are coming in the next few weeks.
  - Don't make any type of suggestion that you may want to adopt them or bring them to the US. Each child is already part of a family, but you can refer to them as extended family of your own.
  - Don't share personal financial information or personal communication information (address, email, phone number, Facebook, Skype, etc).
  - Please try to avoid using slang or expressions that would be difficult to translate or understand.

## Writing Policies:

- Because of strict mailing and customs regulations, we cannot send items that exceed **8 1/2" x 11" and 1/4" thick**. However, 4others holds annual mission trips to Spring of Hope where you can **personally deliver a gift** to your child as you spend several days with them in their community. Even if you cannot go on the mission trip yourself, the mission team can deliver it for you and take a picture of your sponsored child with your gift!
- Feel free to send **small, flat objects** with your mailed letters, such as bookmarks, stickers, photos, postcards, and coloring pages. Yes, you may even send metal objects now, but please keep the package flat.
- Please send pictures of your family and your life with your mailed letters! Of course, please be sensitive to your sponsored child's culture and be careful not to include immodest or indecent pictures (pictures of people in bathing suits, for example, may not be appropriate).

**Send a letter online:** [4others.org/spring-of-hope/write](http://4others.org/spring-of-hope/write)

**Mail a letter:** Attn: [Child's Name, ET400——]

4others

937 Minnesota Ave, San Jose, CA 95125