

HOW DO I SEND A LETTER TO MY CHILD?

Letters between sponsors and their students are sent electronically for fastest delivery. Please don't send greeting cards, bookmarks or other items, as they cannot be emailed. You may write to your child up to four times per year. We strive to have each child write their sponsor twice per year. **IMPORTANT: If you are sponsoring as a group, please send one letter at a time. Receiving multiple letters can be overwhelming and confusing for a child. It's okay to alternate writers.**

There are two ways to send your letter:

- 1) **SNAIL MAIL:** Write your letter on Sponsor-A-Child template paper or any 8 ½ x 11 paper and mail to:
Helping Children Worldwide, 14101 Parke Long CT, STE T, Chantilly, VA 20151.
Be sure to include your first and last name and your sponsored child's first and last name.
- 2) **EMAIL:** Email your scanned or pdf letter to support@helpingchildrenworldwide.org, and we will send to the Child Rescue Centre. Be sure to include your name and your sponsored child's name on the front of the letter.
=OR= Email the text of your letter, and we will insert in a letter template and send to the CRC.

PLEASE DO:

- ✓ **Label your letters:** **To:** Student's First and Last Name **From:** Your First and Last Name
- ✓ **Print neatly or type your letter in a font that is easy to read.** Please don't write in cursive.
 - If you write to a younger child, write simply and expect that you may receive a drawing in response.
- ✓ **What to write about?** Tell your child about your job, family, pets, and hobbies. Remember that you are writing to a child whose first language may not be English and whose lifestyle is far simpler than yours.
- ✓ **Include family photos** -- up to two photos of you and/or your family, no larger than 3x4 inches.
- ✓ **Most importantly, let your sponsored child know you care about him or her and that you are praying for them!** Share a Bible verse or a word of encouragement.

PLEASE DON'T:

- ✗ **Don't send gifts or cards.** We may be able to deliver a bookmark, stickers or greeting card with a mission team, and we will notify you when the opportunity arises, but this is not possible with electronic communication. Please use regular size paper and write on only one side.
- ✗ **Don't include personal contact information,** including email address.
- ✗ **Don't make any promises.** If you receive a letter making requests of any kind (other than to write to them or pray for them) please contact us for guidance.
- ✗ **Don't get discouraged.** English is a second language for most children and they may be behind in their education due to family or financial situations. It is wonderful when we get letters back, but our purpose in writing is to encourage the children.

The Child Rescue Centre is a program of Helping Children Worldwide

14101 Parke Long Court, Suite T, Chantilly, VA 20151 | P: 703-793-9521 | support@helpingchildrenworldwide.org
www.helpingchildrenworldwide.org Helping Children Worldwide is a 501 (c) 3 non-profit, Tax ID #76-0729857

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CRC Student: _____ Date: _____

Sponsor : _____

Mail your completed letter to: Helping Children Worldwide, 14101 Parke Long CT, STE T, Chantilly, VA 20151
OR email to: support@helpingchildrenworldwide.org