

## **Letter Writing - How To**

1. Register for letters at [votefwd.org](http://votefwd.org)
2. Download and print letters. Mark as 'prepared'.
3. Have supplies ready:
  - a. Consult the sheet [Why Vote? Quotes to Inspire](#)
  - b. Envelopes
  - c. BLUE pens
  - d. Stamps
4. It is important to read the small print at the bottom of each letter with individual addresses and note the return address.
5. Put the letters back into order to make marking them in the *Vote Forward* website easier.
6. Put the letters in the mail at the correct **time frame** (see the dates listed for the specific letters on the *Vote Forward* website).
7. Go back into [votefwd.org](http://votefwd.org) to mark each letter as 'mailed'