

Instructions for Writing Letters to Recipients in Spanish

As we deliver each wheelchair we will give each recipient a letter from the students who helped raise the money for the wheelchairs. The wheelchair recipients will then be asked to write a reply to the student thanking them for their new wheelchair. Last year we received about a 75% response rate. The recipients might write their response at the distribution site and hand it back to us or they might send the reply via mail. Either way, we will endeavor to get all replies back to the student in the following school year.

Please follow the directions as closely as possible.

1. Write your letter in Spanish on binder paper.
2. You can decorate it if you like.
3. You can include such things as:
 - a. Your name (only one student per letter please as otherwise it is impossible to get the response back)
 - b. Your age
 - c. Where you go to school
 - d. Your hobbies, sports, pets, family, etc
 - e. What you (or your school) did to help raise money for the wheelchairs
 - f. Why you wanted to help
 - g. Ask them a question about how they will use the wheelchair or how it will change their life.
 - h. Etc.
4. Put your letter **and an additional blank piece of binder paper** in a legal size envelope.
 - a. We will provide pens at the distribution and ask the recipients to reply before they leave (many don't have access to stamps, post office, etc)
5. **Also enclose a second legal size envelope (for the reply)** folded in thirds along with the letter and blank piece of paper.
 - a. On the second (folded) envelope:
 - i. Address it to:

Wheelchair Foundation
C/O Barbara Bosse
3820 Blackhawk Road
Danville, CA 94506
 - ii. **In the lower left hand corner write the students first and last name and the school and grade they will be in next school year.** For students remaining at the same school, the letters will be returned as a group to the Spanish teacher so they can distribute/use them in class next year.
6. **Do not seal the outside envelope** (so we can put return stamps on the return envelope as needed).
7. Please write "Del Corazon" in big letters on the outside envelope. **You can also decorate the outside envelope if you like.**