

## ***Guidelines for Cards or Letters to Veterans***

Cards, letters, and special greetings are distributed to our Veteran patients by Volunteers or staff. General cards or letters (Thank you for your service, thinking of you, thank you) are accepted any time of year. Greetings for specific holidays are welcomed, and preferred if they arrive 5 – 7 days before the holiday or special event, to allow time for screening and distribution before or on the holiday. All cards, letters, kids artwork and other greetings are reviewed before delivery to Veteran patients.

### **Card and letter writing tips:**

- Fold a piece of paper in half and make your own card. We encourage schools, organizations, groups and individuals to spend a few minutes making cards. Children's artwork on cards is encouraged.
- Use Thinking of You or holiday cards and write a note of encouragement.
- Start the greeting with Dear Veteran or Dear Friend.
- Be positive and upbeat, be thankful.
- Share a little info about yourself like your city, hobbies, pets, etc.
- Talk about things happening around home like the weather, sports, etc.
- Sign with your first name only – *no last names, for donor privacy*.
- Include your group or organization name, if applicable.
- Do not put a date on them; they will be distributed throughout the year.
- If mailing multiple greetings, we do not need the envelopes, only the cards.

*For privacy and safety reasons, the following items are not allowed on cards or items to be distributed to Veterans at the Minneapolis VA Medical Center:*

- No scented markers or perfume, no confetti or glitter.
- No candy or other items inserted or taped in the cards.
- No additional family or mailing address information.
- No phone numbers, e-mail addresses, or websites.
- No photographs of people.

Please note: cards received with religious content are given to Chaplain Service for distribution.

**Cards can be mailed to:** MVAHCS  
Voluntary/Community Resource Service (135)  
1 Veterans Drive  
Minneapolis, MN 55417

Questions? Please call (612) 725-2050 or email [vhaminvol@va.gov](mailto:vhaminvol@va.gov)

***Thank you for your support of our Veterans!***