



COMMUNITY
PEN PAL
SERVICE



We've started a new pen-pal service with the care homes in the area to help everyone feel more connected. It's open to everyone, no matter your age or writing ability!

HOW DOES IT WORK?

Write an introduction letter

Check the other side of this flyer to find out what you should include and what to do with it.

Post your letter
in the red post box
outside the bungalow

We'll bring all the replies to the pop-up shop for you to collect - just ask a volunteer if there is any post for you.
Put your reply in an envelope with your pen pal's name on it.

We'll drop the letters off at a care home and their staff will match you with a resident and help them write a reply to you.

Writing an Introduction Letter

Your introduction letter is the first thing anyone new to the community pen-pal service will read so try to keep it friendly, informal, and short - it should be less than a single side of A4. Use a large font or clear handwriting, some of the residents will have poor eyesight. When you're finished just pop your letter in the red post box outside of the Big Local Bungalow on Derwentwater Road!

Stay safe

Try to use general terms and don't give out personal information - for instance, "I live in Teams by St. Aidan's school" or "I have a large family with 6 siblings and 8 grandchildren", and only use your first name. Please do not seal your envelopes by licking them!

Introduce yourself

You could tell them the area you live in or where you grew up. Talk about your work, or things you enjoy doing. Tell them about your family or friends in the area or the places you like to go. Think of it like dropping breadcrumbs for them to pick up on what they find interesting.

Ask questions

Some of the recipients will be writing with the help of a carer but some will be writing by themselves so give them plenty of prompts to encourage them, for instance ask them where they were born or about their family.

Your interests

Write a separate list of your hobbies and interests on the front of the envelope, this will help the recipients choose a pen-pal with something in common.



**Thank you for taking the time to write
your letter, it will make someone's day!**