How to Write
HEARTFELT LETTERS
to TREASURE

For Special Occasions and Occasions Made Special

LYNETTE M. SMITH

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Imagine a world of people focused on gratitude for one another. Make it so! Start by writing letters of appreciation that will be treasured forever.

How to Write Heartfelt Letters to Treasure helps you touch others with your genuine, original letters to express your feelings of appreciation.

You will discover these valuable tools and tips:

♦ The essentials of planning, writing, packaging, and presenting your letters to convey your messages effectively.

♦ How to touch someone on a milestone birthday or special occasion related to school, military, romance, family, rites of passage, and career.

♦ How to commemorate a professional or personal relationship - to honor teachers, coaches, mentors, students, suppliers, and good friends; to bring meaning to a life well lived (including eulogies); and to mend torn relationships.

♦ Over 1,000 powerful words to help you describe someone special, organized into these 15 demographic lists: a smaller child, a pre-teen child, a teen boy, a teen girl, a younger man, a younger woman, a middle-aged man, a middle-aged woman, an older man, an older woman, someone religious or spiritual, a military service member, a supervisor or employee, a product creator or stellar service provider, and a teacher, coach, mentor, or student.

♦ Choices of the best inspirational quotations to enhance your letters, for 10 themes - age; appreciation; childhood, parenting, and grandparenting; forgiveness; legacy; love; spiritual faith and devotion; patriotism; leadership and teamwork; and teaching, learning, and striving.

Together we can change the world,
One heartfelt letter at a time.

Use this book to get started now!
What readers are saying about
How to Write
Heartfelt Letters to Treasure

“As much as email and text messaging have made our lives incredibly easier, they also threaten to extinguish former, more lasting methods of communication: I’m talking about the good, old-fashioned, almost forgotten art of letter writing. That’s exactly why Lynette Smith’s new book How to Write Heartfelt Letters to Treasure couldn’t be better timed. A comprehensive guide to writing honest, heart-whole notes for any and every occasion, the book manages to shift our focus from haste, list checking, self-service, and artifice to gratefulness, obligation, appreciation, and love. There is absolutely no way this book and this author, if we let them, will not change our lives and the world for the better—note by note, letter by letter.”

—Simon T. Bailey, Author, The Vujá Dé Moment and Release Your Brilliance

“Your attitude in life makes all the difference in the world and determines how life occurs for you. The most powerful attitude you can choose is gratitude. In this book, Lynette has provided a unique set of tools to facilitate your ability to both express appreciation and adopt gratitude as an everyday attitude. All you need is to add pen, paper, and your heart.”

—Scott Hunter, CSP, Business Coach, Certified Professional Speaker, and Author, Unshackled Leadership

“A ‘must have’ for every household and business! I love this book. It takes the guessing out of how to express yourself. Lynette Smith has created an easy step-by-step reference filled with valuable suggestions to help you write heartfelt letters, regardless of the situation, that will be cherished forever.”

—Sharon Lund, DD, Author, Sacred Living, Sacred Dying: A Guide to Embracing Life and Death
“In a world where so many people think talking to and communicating with each other just means sending a text, what a breath of fresh air to see *How to Write Heartfelt Letters to Treasure*. When you use this book to write your own letters, you and those in your life will be touched in a most wonderful way.”

—Robert Wolff, Author, *If I Only Knew Then What I Know Now: The Lessons of Life and What They’re Trying to Teach You*

“If you appreciate sending uplifting letters to family and friends, this book begs to be on your reference shelf. Lynette Smith gives you various ingenuous ways to share those tender and heartwarming messages.”

—Eleanore Rankin

“The world has changed in many ways, but the need to express gratitude and sincere feelings has not. *How to Write Heartfelt Letters to Treasure: For Special Occasions and Occasions Made Special* is the perfect guide for acknowledging and celebrating the many events that friends, loved ones, and colleagues experience in a lifetime. While not discouraging email and instant communication, Lynette Smith provides the rationale, offers extensive tips on approaching sometimes-touchy situations, and suggests tools and even appropriate times to present personal and business communications. You will cherish this book as a companion to which you can return again and again.”

—Flora Morris Brown, Ph.D., Author, *Color Your Life Happy*

“Letter writing seems like a lost art in the age of technology, having been replaced by emails, cell phones, and texting. *Heartfelt Letters to Treasure* has resurrected this meaningful form of communication for all ages and situations. From personal appreciations to business thank-you’s and everything in between, Lynette Smith offers tools and tips on planning, packaging, and presenting special letters that will touch the heart of the recipient.”

—Andrea Glass, Ghostwriter, *WritersWay.com*
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FOREWORD

You are holding an extraordinary book.

Lynette Smith has amassed a wealth of information that will help readers of all ages and backgrounds as they ponder how—even why—to write letters to their friends, relatives, work associates, and others. Who better to write this book than Lynette? She is a pro—a copyeditor, a businesswoman, and an avid letter-writer herself.

I’m excited about being involved in this project because Lynette espouses exactly what we promote at The Emily Post Institute: positive relationships. In this fast-paced world with its complex demands, 24/7 media, and technological advancement, how people interact with each other is more crucial than ever. Whether verbally or through written means, treating each other with respect and consideration is increasingly important.

The foundation of How to Write Heartfelt Letters to Treasure is based on two key human traits. The first is crystallized when considering this quote from a favorite book of Lynette’s, The Four Agreements by don Miguel Ruiz: “The word is pure magic—the most powerful gift we have as humans....” What we say (and how we say it) is the basis for all interactions with one another. The second human trait is that relationships are paramount. Lynette stresses that the words written in
letters have the capacity to “grow, enhance, or even rebuild personal and professional relationships.”

There you have it: Words bring people together. They have the ability to make—or break—relationships. These facts lead to the reality that thoughtfully written letters can weave strong bonds among people. And this book shows you how to craft those letters for all occasions—letters you’ll want to write and send.

*How to Write Heartfelt Letters to Treasure* is a definite motivator. Lynette’s tips will inspire you to write that letter you’ve been putting off. I know firsthand; reading this book inspired me! It gave me the incentive to write and send a condolence note to a friend who had recently lost her husband. I’d been procrastinating (after all, some letters just aren’t easy to start), but writing that letter made me feel good. My friend tells me my note made her feel good, too.

Lynette has a knack for encouraging her reader to be confident and write from the heart. I hope you will gain the confidence and incentive to do the same—to sit down and write heartfelt letters to people you care about.

Lynette is an artist who sees the beauty within. She is also an excellent teacher and a talented coach and mentor. When reading this book, you’ll absorb her enthusiasm. She understands that today’s letters may be either on paper or via the computer. It’s no surprise she favors the beauty and long-lasting quality of a paper version, but she is realistic about emails being a vital way to communicate, too.

The best advice? Just get to it: Write those letters! Lynette does not judge; she encourages. She does not intimidate; she motivates. She simply makes letter writing easy and enjoyable—and I’m sure she will inspire you to want to write more once you get started!
How to Write Heartfelt Letters to Treasure offers simple instructions. In Part 1, The Basics of Writing a Treasured Letter, Lynette reminds you to relax and be authentic while encouraging you to “let your thoughts flow on paper as if you were speaking” and “think about the person you’re writing to.” She provides a content-sequence formula for composing letters and an Appendix filled with myriad words you might want to use to describe someone special. It also provides sample opening phrases, inspirational quotes, and more.

Whatever the purpose of your correspondence, How to Write Heartfelt Letters to Treasure offers you options, advice, and encouragement to write. I’m confident you’ll agree this book is a fabulous guide that will jumpstart your letter-writing skills and enjoyment. Your bonus will be enhanced relationships—a plus for you and for every person who receives one of your heartfelt letters.

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Director of The Emily Post Institute
and Co-Author of
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