

## FINALLY: A GUIDE FOR WRITING HEARTFELT LETTERS OF APPRECIATION

What do you do when you want to express appreciation to someone important in your life? A text message is fleeting, an email gets lost, spoken words are forgotten, and a thank-you note may be inadequate for “the magnitude of your gratitude.” Where can you find inspiration and tools to help you express, in a better way, what’s in your heart?

Regain the lost art of letter writing with the help of Lynette M. Smith’s new book, *How to Write Heartfelt Letters to Treasure: For Special Occasions and Occasions Made Special*. This comprehensive reference book describes how to write 150 types of personal or business letters of appreciation. Published by All My Best, the book has a foreword written by Peggy Post, director of The Emily Post Institute and co-author of the 18<sup>th</sup> edition of *Emily Post’s Etiquette*, beginning, “You are holding an extraordinary book.”

The main text offers these three parts:

1. **The Basics of Writing a Treasured Letter** tells how to plan, write, package, present, and enhance your letter.
2. **Writing for Special Occasions** covers letter writing for traditional holidays and occasions related to birthdays, school, military, romance, family, cultural and religious rites of passage, and career.
3. **Writing for Occasions Made Special** describes ways to honor teachers, coaches, mentors and students; special friendships; and product creators or stellar service providers. The last two chapters, “Bringing Meaning to a Life Well Lived” and “Mending a Torn Relationship,” are particularly powerful.

The extensive appendix provides these letter-writing tools and more:

- **Heartfelt Words to Describe Someone Special** offers 15 demographic lists of 72 positive words each to help you describe the special person you’re writing to.
- **Inspirational Thoughts to Quote in Your Letters**, in 10 themes, can begin or end your letter.
- **Great Beginnings to Jumpstart Your Sentences** helps if you’re having trouble getting started.

Author Lynette M. Smith, a professional freelance copyeditor, founder of All My Best, and creator of the Good Ways to Write product line, tells how the book came to be:

For time to time for over a year, I’d *thought* about whether to write a full-length reference book to help people write heartfelt letters their recipients would treasure. Then, on November 10, 2011, when I wondered *aloud* for the first time whether to write the book, a confident voice in my head answered quietly but distinctly: “Your book will be published by August 15.” Now I had not only an answer but a deadline. I honored that voice and indeed wrote and published that book the following August!

Lynette’s shares her Big, Achievable Goal: “to get millions of people worldwide to write heartfelt letters of appreciation so they can establish, enhance, and even rebuild their relationships and thus change their world.” With the unique tools found in her book, letter writers need supply only pen, paper, and heart. Lynette reminds us, “The treasured letters you write will have a positive impact, not only in your world, but in the world as a whole.”

*How to Write Heartfelt Letters to Treasure: For Special Occasions and Occasions Made Special* (ISBN 978-0-9858008-0-2; Reference: Letter Writing) lists for \$19.99 in paperback and \$14.99 as an eBook. The book is available through all major online booksellers; if author signature or custom inscription is desired, order directly from the publisher at [www.GoodWaysToWrite.com](http://www.GoodWaysToWrite.com). ###

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