Girls Love Mail™

www.GirlsLoveMail.com

CORPORATE LETTER WRITING EVENT KIT

The gift of hand-written letters to women newly diagnosed with breast cancer.

Writing letters of encouragement for Girls Love Mail is a meaningful, easy-to-run activity for any workplace. It fits naturally into a team meeting, lunch-and-learn, volunteer day, employee resource group gathering, or Breast Cancer Awareness Month program. You'll needs nothing more than the GLM Letter Writing Guidelines, pens, and paper. This kit has everything your organizer needs to host an uplifting event for colleagues.

Breast cancer touches all of us, and every one of us has words of encouragement to share. Girls Love Mail is about inspiring the letter writer as well as the receiver.

INCLUDED IN THIS KIT

- Event Planning Guide and Sample Agenda
- GLM Letter Writing Guidelines (required)
- Discussion Questions, Writing Tips, and Inspiration
- Sample Letters
- Girls Love Mail Custom Stationery (optional)
- Group Cover Sheet for Mailing (required)
- Group Submission Form (optional)

Mail all letters in one envelope to:

Girls Love Mail
193 Blue Ravine Road, Suite 120
Folsom, California 95630

Questions? Gina Mulligan, Founder · ginamulligan@girlslovemail.com
Please refer to our website for updated guidelines and FAQs.

PART 1

Planning Your Event

A letter writing session works in almost any corporate setting. Choose the format that suits your team:

Format	How it works
Team meeting add-on	Reserve the last 30–45 minutes of a regular team or department meeting.
Lunch-and-learn	Provide lunch, share a brief overview of Girls Love Mail, then write together.
Volunteer / service day	Set up a letter writing station as one of several volunteer activities.
Employee resource group	A natural fit for women's, wellness, or caregivers' ERGs — or co-host across groups.
Awareness month event	Anchor a Breast Cancer Awareness Month (October) program around letter writing.
Conference or offsite	Offer a drop-in station during breaks, receptions, or networking hours.
Remote and hybrid teams	Write together over video, then mail letters to one coordinator who sends a single package.

Sample 30-Minute Agenda

Time	Activity
0:00–0:05	Welcome and kick-off comments (see Part 2). Review the guidelines together.
0:05–0:25	Letter writing. Encourage each person to write two or more letters.
0:25–0:30	Collect letters and thank participants.

Organizer Checklist

- **Print materials:** Every participant must have the GLM Letter Writing Guidelines. This is required. Optional is printing our GLM stationary. Optional is the Group Submission form for remote events.
- **Gather supplies:** pens, note cards or stationery that fits or folds into a 4.75" x 6.5" envelope.
- **Complete the Group Cover Sheet** at the end of this kit and include it with your letters.

Letter Writing Guidelines

Please note that we read every letter to make sure it meets our guidelines before it is sent to a recipient. For that reason, please be sure that every letter writer has received and understands the Girls Love Mail guidelines.

We also encourage you to emphasize **quality over quantity** with your participants. We would much rather receive one or two thoughtful, heartfelt letters than a stack of letters that were quickly dashed off just to meet a number.

A meaningful letter can make a real difference. Please give your writers the time and encouragement to make each one count.

A Note on Sharing at Work

Some colleagues may be survivors, caregivers, or currently affected by breast cancer, and not everyone wishes to discuss it at work. Make it clear that sharing personal stories is always optional, that what is shared in the room stays in the room, and that writing quietly is just as valuable as joining the discussion.

Keep Letters Personal

Each letter is a personal gift from one person to another. Please sign as an individual and leave out company logos, business cards, product references, or promotional materials. Writing on plain or GLM stationery keeps the focus on the recipient.

GLM Letter Writing Guidelines

1. Religion, Language, and Dying

Religion. The goal is to help each recipient regardless of race, religion, age, type of treatment, or cancer stage. For this reason, please refrain from religious references and other non-inclusive wording.

Language. Along with avoiding profanity, please do not use phrases such as "Cancer Sucks" (true, but it may be offensive) or "Kick Cancer's Butt" (we're being extra cautious).

Dying. It may be difficult for someone newly diagnosed to hear about others who have died from cancer or other diseases. You can certainly mention your loved ones without sharing the outcome. For example: "My grandmother fought breast cancer, and she liked to wear a different wig every day."

2. Greeting, Signature, and NO Date

Begin your letter with "Dear Friend" or "Dear Sister." Sign with just your first name and last initial (for example, Gina M.). Because we don't know when your letter will be delivered, please do not date your letter or reference holidays or seasons.

3. Hand-Write Your Letter — Three-Sentence Minimum

You are doing more than writing a letter; you're sending a hand-made gift. Please write at least three full sentences. Not lines... sentences.

4. Write From the Heart

No matter how clumsy the words, if it comes from the heart, you can't miss!

5. Your Letter Must Fit in Our GLM Envelope

You do not need special stationery or envelopes. Your letter just needs to fit in the GLM envelope (4.75" x 6.5"). You can use any note card, stationery, or paper you choose, or photocopy the custom Girls Love Mail stationery included in this kit.

About the Recipient

What you KNOW	What you DON'T know
• A woman • Recently diagnosed with breast cancer • Currently going through some form of cancer treatment	• Race or religion • Age • Type of treatment • Cancer stage • Prognosis

PART 4

Facts, Discussion, and Writing Tips

Breast Cancer Facts

- About 1 in 8 women in the U.S. will be diagnosed with invasive breast cancer in her lifetime.
- More than 300,000 women in the U.S. are diagnosed with invasive breast cancer each year.
- When breast cancer is found early, while it is still localized, the five-year relative survival rate is 99%.
- Self-exams are important. Not all lumps show on a mammogram, especially for women with dense breast tissue.

Source: American Cancer Society. Please check cancer.org for the latest figures before your event.

Discussion Questions

Use these in small groups to get ideas flowing. Answering is always optional.

1. Has breast cancer touched your life, or the life of someone you know? Share your story if you'd like.
2. Think of a time when you were feeling low. Did someone say something that inspired you or changed your attitude? What did they say?
3. What are some words or phrases you find encouraging? (Examples: Stay strong. Keep laughing. Thinking of you.)
4. Do you have a favorite inspirational quote or poem?

Writing Tips

- **Begin your letter** "Dear Friend" or "Dear Sister." Sign with your first name, last initial, and where you're writing from (for example, Gina M., San Diego, CA).
- **Think about someone you care about** as you write. You can also share experiences with family, friends, or neighbors.
- **Start with a favorite inspirational quote or joke.** It's a great way to get something on paper right away. Then share why you chose it and what it means to you.
- **Tell the truth.** It's okay to say you don't know what she is going through.
- **Share something about your world.** A favorite place, a hobby, or a funny story can be a welcome distraction.

PART 5

Sample Girls Love Mail Letters

Original letters were hand-written. Typed here for clarity.

Dear Friend,

My name is Miranda and I wanted to let you know how strong & brave I think you are. I can't begin to imagine the battle you have fought up to this point, but I want to let you know you are in my thoughts. There is a rumor that women are really catty to other women, but the people who started that don't know just how connected we all are. We laugh together. We love together. And most importantly we fight battles together. So if there is ever a time when you're feeling alone, please think back to this letter & know I'm giving you all my strength. You will beat this. And then we'll all fight until we make this horrible disease disappear. I look forward to the day that cancer becomes a memory & it is your journey that lets me know that this is not a dream, but a fact. You are my hero.

Miranda

Dear Sister,

When you hurt, those around you hurt. I learned how much twenty years ago.

I remember like it was yesterday, the sinking feeling when I saw the nurse in the hall point to my room and say the results weren't good.

My strength came from friends and loved ones and a doctor who never gave up on me. Now I celebrate!

CELEBRATE your anniversaries – 1 year, 5 years, 10 years – YES! 20 years! Celebrate who you are. You are stronger than you think. You mean so much to so many. Be proud of who you are. Hold your head high and "go for the pink."

Believe & Achieve
In Sisterly Love,
Karen V.

Dear Friend,

May the light always find you on a dreary day. / When you need to be home, may you find your way. / May you always have courage to take a chance, / And never find frogs in your underpants. — An Irish Toast

Continue to laugh! You are strong! You are fabulous! You are powerful!

Sincerely,
Penny W.

Dear Friend,

Next time you're having treatment or just a bad day, pretend you're looking out my window with me. My backyard is pretty fun.

We can see the bird feeder at the edge of my yard and a stretch of brush beyond. On really cold days we might see 12 cardinals at one time! Their bright red feathers decorate the trees.

We might have to tap the window if the neighbor cat comes lurking. Once I saw a cat grab a squirrel – what a tail-passing that cat got! And if we're lucky, we could see deer stirring in the brush.

The view from my window can brighten a dark day. Maybe you can visit again in your mind's eye when you need to.

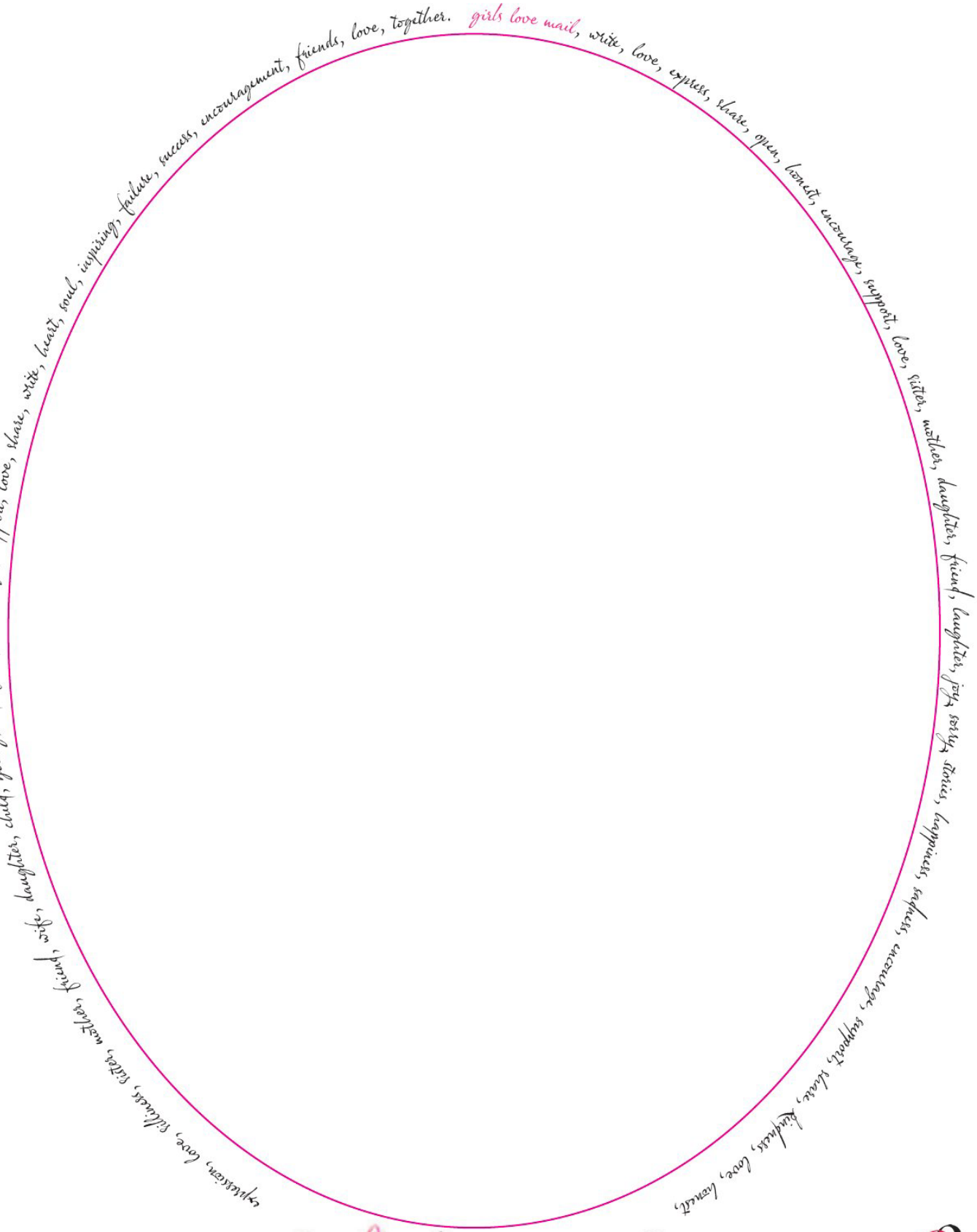
Thinking of you –
Sandy M.

A Little Inspiration

"Life isn't about waiting for the storm to pass. It's about learning to dance in the rain." — Vivian Greene

"The power of imagination makes us infinite." — John Muir

"Be yourself; everyone else is already taken." — Oscar Wilde


girls love mail, write, love, express, share, open, honest, encourage, support, love, sister, mother, daughter, friend, laughter, joy, smile, stories, happiness, rapture, sisters, marriage, support, share, kindness, love, heart, wife, daughter, child, young, old, friend, encourage, support, love, share, write, heart, soul, inspiring, failure, success, encouragement, friends, love, together.
Girls Love Mail

REQUIRED · INCLUDE WITH YOUR LETTERS

Girls Love Mail — Corporate Group Cover Sheet

Please include this cover sheet with your letters. Thank you in advance for your help!

Company / Organization: _____

Coordinator Name: _____

Coordinator Email: _____

Number of Letters Enclosed: _____

> If colleagues would like to receive the GLM newsletter and information about future events, please have them complete the information below.

Name	Email

Mail letters to:
Girls Love Mail · 193 Blue Ravine Road, Suite 120 · Folsom, California 95630

Girls Love Mail

Group Submission Form

Please include this form in the envelope with your letters if you're mailing letters individually but are part of a group project.

Date: _____

# of Letters Enclosed: _____

These letters are with the following Group:

_____

The Leader/Contact Name: _____

Mail Letters to:

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Thank you.
Girls Love Mail