

Letter Writing

How encouraging it is that Jehovah has given us so many effective ways to share the good news—and letter writing is one that continues to yield fine results! Whether someone lives behind locked doors in a high-security building, is rarely at home, lives far away, or we ourselves face

limitations of health or circumstances, **a carefully written letter can go where we cannot and plant a seed that Jehovah can make grow.**

Experiences shared on **jw.org** show that **simple, heartfelt letters** have **comforted the lonely, opened doors for Bible studies, and touched hearts** in ways the writers never expected at the time.

Here is **practical, time-tested counsel drawn** directly from the publications available on **jw.org** and **wol.jw.org** on how to write successfully – References below...

Keep the right spirit and tone

Our letters should be **worthy of our God-given ministry**. They need to be

- **friendly**
- **tactful**
- **show loving consideration.**

They should be **positive** and **upbuilding**—**never negative or complaining**. As **1 Corinthians 8:1** reminds us, ***“Love builds up.”***

Read your finished letter **aloud** and **ask: Does this sound the way I would speak face-to-face with kindness?** If you detect any pessimism or harshness, adjust the wording. Warmth and genuine interest often matter more than perfect grammar.

Structure that works

- **Introduce yourself clearly at the beginning and state why you are writing.** You might explain that you are part of an international volunteer work or, if appropriate, that you are one of Jehovah's Witnesses. Let the person know **why a letter rather than a personal visit.**
- **Write as if you were standing at the door talking to them.** Use a **simple Bible presentation, pose a thought-provoking question, or share a comforting scripture.** Then **direct them to jw.org**—mention the
 - **free Online Bible Study Lessons**
 - **the home Bible study arrangement**
 - **or a few chapter titles from a study publication.**
- **Keep it brief.** Many people hesitate to read a long letter from a stranger. Bring it to a close before the reader might tire.
- **Use separate paragraphs for each main thought so the letter is easy to follow.**

- **Proofread carefully for spelling, grammar, punctuation, and legibility.** A neat appearance (whether handwritten or typed) shows respect. Handwritten letters often make a special impression of personal care.
- **Enclose something helpful if appropriate:** a contact card, meeting invitation, tract, or brochure. Always affix sufficient postage.
- **Use your own return address (or the Kingdom Hall address with the elders' permission).** Never use the branch office address.

The **sample letter** provided in the [March 2019 *Our Christian Life and Ministry – Meeting Workbook*](#) illustrates these points beautifully. It is not meant to be copied word-for-word; **tailor each letter** to the **purpose**, the **local situation**, and the **individual if you know anything about them**.

Who can benefit from our letters?

- **People we cannot reach easily in the territory**
- **Those who have shown interest but are hard to find at home**
- **Relatives and acquaintances**
- **New parents**
- **Those who have lost a loved one**

- **Hospital contacts**
- **or simply Neighbours**

Even when we receive few replies, the seed is planted. As one experience on **jw.org** noted, a letter that seemed to bring no response later opened the way for a Bible study—Jehovah sees the heart and the effort.

A key point that moves people to check **jw.org**

When you

- **Briefly introduce a comforting Bible truth**
- **Ask a sincere question**
- **then Warmly invite the reader to explore more free information and Bible lessons at **jw.org****

you give them an **easy, private next step**. Many have later said that the **personal letter combined with the invitation to the website** was **exactly what they needed at a difficult time**.

Remember **Ecclesiastes 11:6**: ***“In the morning sow your seed and until the evening do not let your hand rest, for you do not know which will have success.”***

Keep sowing - Jehovah blesses the work.

May your letters continue to bring joy to you and real help to those who receive them.

Keep checking the experiences and practical articles on **jw.org**—they **strengthen** and **encourage** us all in this precious ministry.

With warm Christian love and appreciation for your fine efforts

Sources

[How to Write Letters](#)

[Letter Writing Continues to Yield Encouraging Results](#)

- [Presenting the Good News By Letter](#)

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[Sample Letter](#)

[They Appreciated Her Letters - During the COVID-19 pandemic, she preached by writing letters.](#)

[Communicating Through Letters - be pp. 71-73 #](#)

[Improving Our Skills in the Ministry—Writing Good Letters](#)

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[A Letter From Alejandra](#)

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[FIRST JOHN - This “letter” is written more in the style of a treatise](#)

[*"Like Apples of Gold"*](#)