



Mailbox Smiles

MAIL • CLUB • HUB

A PRINTABLE KEEPSAKE FOR LETTER-WRITERS

addresses • log • prompts

COMPILED & LOVED BY K. LARKIN

--- THIS LITTLE BOOK BELONGS TO ---

My name is

NAME

MAILING ADDRESS

CITY, STATE, POSTCODE

STARTED ON

FINISHED ON

PEN OF CHOICE

FAVORITE STAMP

If found, please return for one warm letter in thanks.

A NOTE FROM K. LARKIN

Hello, friend.



Every letter you drop in a mailbox lands in someone's day like a small, bright surprise. The kettle whistles, the envelope tips out, and for a moment a friend feels held.

This little book is the bookkeeper of those moments. It remembers the addresses you forget, the birthdays that sneak up, the things you meant to ask about, and the letters you owe.

Inside you'll find space for sixteen of your favorite people, with room for their families, their loves, the things they'll happily talk your ear off about, and the small allergies and quirks worth remembering. Under each contact, a log to track what you've sent and when they wrote back; a birthday calendar so no year slips through; and a stash of prompts for the days the page feels too white.

Grab your warmest pen, a cup of something steaming, and a chair near the window. Fill these pages slowly. Every entry is a smile sent into the world—and one waiting to come home.

Happily yours,

K. Larkin

EDITOR • MAIL CLUB HUB

1 Fill the Address Book slowly.

One entry at a time, over a few weeks. Add what they love, what to ask about, what not to send (allergies, paper they hate).

Future-you will be very grateful.

2 Log what you send.

Each contact has its own little mail log. A date, a few words about what was inside, and a tick when their reply lands.

3 Copy birthdays to the calendar.

Once a month, glance at the page and put two cards on the desk. Future-you wins again.

4 When the page feels too white,

turn to the Prompts. Twenty starts for slow days, plus a basket of little things to tuck inside an envelope.

5 Check the Milestones

at the back when you're feeling proud. Watch the boxes fill up.

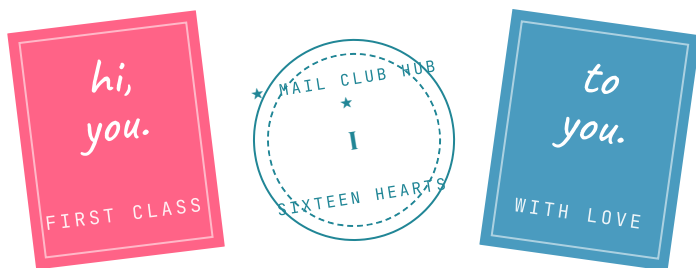
*slow mail,
warm hearts.*



— PART ONE —

Address Book.

*The people you love to write to, with everything you'll
wish you'd remembered.*



Contact 01

01

FIRST CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	

02

FIRST CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Contact 03

03

FIRST
CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT

WHAT WAS INSIDE

REPLY

✓

☐☐☐☐☐☐☐

Contact 04



NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

05

FIRST CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

06

FIRST CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

07

FIRST
CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

08

FIRST
CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

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Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

09

FIRST CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

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Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Contact 10



NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	
		☐	

Contact 11



NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

12

FIRST
CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Contact 13

13

FIRST CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

14

FIRST CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Contact 15

15

FIRST CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Contact 16

16

FIRST CLASS

NAME

ADDRESS

PHONE

EMAIL

BIRTHDAY

ANOTHER DATE WORTH REMEMBERING

LIVES WITH

LOVES

ASK ABOUT

SHARED MEMORIES

Letters to them

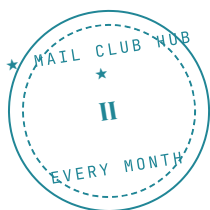
DATE · CONTENTS · REPLY

SENT	WHAT WAS INSIDE	REPLY	✓
			☐
			☐
			☐
			☐
			☐
			☐
			☐

— PART TWO —

Birthday Calendar.

*A glance once a month and you'll never miss a chance to
send a card.*



Birthdays

JANUARY — JUNE

January _____ **February** _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

March _____ **April** _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

May _____ **June** _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Pencil in birthdays for every contact in your address book
– and add the anniversaries, gotcha days, and yearly
milestones worth remembering.*



Birthdays

JULY — DECEMBER

July _____

August _____

September _____

October _____

November _____

December _____

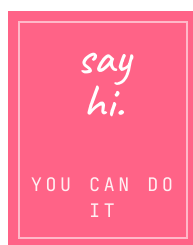


Tip: put one Sunday a month on your own calendar to glance at this page. Two cards on the desk, ready to go.

— PART THREE —

Writing Prompts.

*For the slow days when the page is too white and the pen
too quiet.*



Twenty-five starts

01 – 15

Pick one. Don't overthink. The first sentence is the hardest; after that the pen knows where to go.

- 01 The smallest thing that made me smile this week was –
- 02 I keep thinking about the time we –
- 03 If you were here right now, I'd pour you a cup of –
- 04 A song that has been stuck with me lately, and what it makes me feel –
- 05 Something I learned recently that I think you'd love –
- 06 The weather here today, in three sentences –
- 07 A small kindness I witnessed (or did, secretly) –
- 08 A book / show / recipe I can't stop recommending, and why it's so you –
- 09 A question I've been carrying around – what do you think?
- 10 If I could mail you one thing from where I'm sitting right now, it would be –
- 11 The view from my window today, in five words or fewer –
- 12 A noise I've been hearing all week, and where it's coming from –
- 13 An ordinary tuesday I want to remember, told like a tiny story –
- 14 What I'd ask you over coffee if you were sitting across from me –
- 15 The thing I almost wrote to you last month and didn't –

Twenty-five starts

16 – 25

- 16 A walk I took recently, and one thing I noticed I'd never noticed before –
- 17 The last meal I cooked, or the next one I'm going to attempt –
- 18 A photo I keep meaning to take but haven't yet –
- 19 Three small things I'm grateful for today, in order of size –
- 20 Something I used to believe and have since changed my mind about –
- 21 A piece of advice that finally clicked, ten years late –
- 22 What I'd love to be doing this time next year –
- 23 An ordinary moment from this week, told like a tiny story –
- 24 The compliment I never said out loud but always meant to –
- 25 What I'd like to ask you, and what I hope you ask me back –

your turn.

go.

Postage

A QUICK REFERENCE

Rates change. Pencil in the current ones the next time you're at the counter.

Letter, 1 oz

DOMESTIC

INTERNATIONAL

Each extra oz

DOMESTIC

INTERNATIONAL

Postcard

DOMESTIC

INTERNATIONAL

Square or oversized

NONMACHINABLE ADD'L

FOREVER STAMPS USED

A few small rules of thumb

- Square envelopes, lumpy ones, and ones thicker than $\frac{1}{4}$ " usually need a nonmachinable surcharge.
- Address on the front, return address top-left, stamp top-right. Leave the bottom-right empty for the barcode.
- Pen color: dark ink is friendliest to sorting machines. Save the lilac and the gel pens for inside.
- If you've sealed it with wax, take it to the counter – no machines, please.
- International mail loves a clearly written country in CAPITALS on the last line.

first
class

USA • USA •
USA

par
avion

— BY AIR —
• 24 •

love

FOREVER ®

Little extras

THINGS TO TUCK INSIDE

Twenty-four small joys to slide between the folds. Stay under ¼" thick and the post office stays cheerful.

- | | |
|--|---|
| ◇ A tea bag from the morning's cup | ◇ One pressed flower or leaf |
| ◇ A washi tape sample, wrapped on card | ◇ Three stickers from your stash |
| ◇ A handwritten recipe card | ◇ A bookmark, made or found |
| ◇ A polaroid or printed photo | ◇ A postcard of your town |
| ◇ A handwritten playlist or setlist | ◇ A leaf rubbing in pencil |
| ◇ A poem copied by hand | ◇ A museum or movie ticket stub |
| ◇ A seed packet, neatly sealed | ◇ A magazine clipping that made you laugh |
| ◇ A perfume sample card | ◇ Origami crane or tiny boat |
| ◇ A page from an old book, one line underlined | ◇ A tiny sketch of where you're sitting |
| ◇ A friendship-bracelet thread bundle | ◇ A postage stamp you love |
| ◇ A map of your favorite neighborhood walk | ◇ A patch, pin, or charm |
| ◇ A square of fabric you love | ◇ A folded paper fortune-teller |

Letters I owe

THE GENTLE REMINDER LIST

Names that have been waiting on the desk too long. Cross one off this week and feel the weight lift.

WHO'S WAITING

WHAT I WANT TO SAY

01

☐

02

☐

03

☐

04

☐

05

☐

06

☐

07

☐

08

☐

09

☐

10

☐

11

☐

Milestones

SNAIL-MAIL FIRSTS & LANDMARKS

Tick a box when it happens. No order required.

- | | |
|---|---|
| ☐ My first letter sent | ☐ My first letter received |
| ☐ First handwritten reply | ☐ First postcard from a trip |
| ☐ First international letter | ☐ First wax-sealed envelope |
| ☐ First handmade card | ☐ First letter with a pressed flower |
| ☐ First letter to a stranger | ☐ First letter to a younger you |
| ☐ First letter to an older you | ☐ First card delivered by hand |
| ☐ 10 letters sent | ☐ 25 letters sent |
| ☐ 50 letters sent | ☐ 100 letters sent |
| ☐ A pen pal who became a friend | ☐ A letter someone kept for a year |
| ☐ A letter that made you both cry
(the good kind) | ☐ A reply written the same day it
arrived |
| ☐ A letter with a tiny sketch inside | ☐ A package, not just a letter |



*One hundred letters,
one hundred smiles.*

DATE REACHED _____

Notes

A PLACE FOR EVERYTHING ELSE

Notes

CONTINUED

Notes

CONTINUED

Notes

CONTINUED



*Write someone
today.*

— EVEN A POSTCARD COUNTS —



MAILBOX SMILES • MAIL CLUB HUB
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