



**ORDER OF MALTA**  
**Federal Association**

**Order of Malta Prison Ministry Pen Pal Program**  
**PO Box 34442**  
**Bethesda, MD 20827**  
**Program Guidelines & Acknowledgement**

The goal of writing to a person in prison is to promote a Christ centered correspondence that lets each inmate know they are not forgotten.

Pen Pal's help prisoners stay aware of the world outside of prison.

Through our letters, we show compassion, caring and understanding and help improve the inmate's self-esteem.

Pen Pal's commit to writing at least one letter per month for at least one year.

**DO'S**

Using plain stationery, you will send your letters directly to your inmate making sure to include their prisoner ID# on the letter as well as on the envelope. For a return address use only your first name, last name that you have made up and the Order of Malta's Pen Pal address – P.O. Box 34442, Bethesda, MD 20827. Never use your home address.

Keep letters to 1-2 pages

Write once a month for six months, regardless of whether you get a reply. If after six months you have not received a reply, please advise the Pen Pal Coordinator.

From the beginning, set a positive tone. State the purpose for your writing so that the prisoner can respond accordingly. Don't hesitate to establish clear boundaries so the inmate understands that your relationship is platonic, and only for the time they are in prison.

The best way to approach your inmate is to simply accept him/her as a fellow human being whom you want to get to know.

Begin by telling general things about yourself and things that mean something to you. Most prisoners enjoy hearing about our daily lives. It helps them stay in touch with the world on the “outside,” and serves as a diversion from the grind of prison life.

Pray for your inmate and tell them that you are doing so. Ask others to pray for them and tell them others are praying for them.

**Ask them to pray for you and for those you pray for. It is important that you give them something they can do for you.**

### **DON'TS**

Never offer personal information about your family. Never provide your full last name, address, or telephone number. Never provide the names of your friends. Do not provide your work place information. Use your first name only, or a nickname.

Do not promise something that you cannot deliver.

Do not send money or gifts of any kind. This includes stamps and stationery.

Do not send pictures of yourself, or things that reveal personal information.

Do not continue to write if you receive inappropriate messages. **Contact the Pen Pal Coordinator if this happens.**

Do not say anything in your letters that might be embarrassing if it were revealed. All mail is potentially read by prison staff before it is forwarded to your inmate.

Do not contact the inmate’s family, friends, attorney, or parole officer.

Do not give legal advice, even if you are a lawyer.

If you agree with these guidelines and wish to continue, please complete and return the signed application. Thank you for saying “yes.”

I have read The Order of Malta Pen Pal Program Guidelines, and I agree to comply with them. I will also comply with any additional rules and regulations that may be imposed by the correctional facility where my letters may be sent.

**DATE:**

\_\_\_\_\_  
PRINT FIRST & LAST NAME

\_\_\_\_\_  
NAME YOU WOULD LIKE TO USE WITH YOUR PEN PAL

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

State

zip

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
SIGNATURE

If you are a member of the  
**Order of Malta**, please check:

\_\_\_\_\_ Knight

\_\_\_\_\_ Dame

\_\_\_\_\_ Auxiliary

Please forward this form to the Pen Pal Coordinator either by email:  
maltapenpalprogram@gmail.com or usps mail: Order of Malta Pen Pal Program, PO Box  
34442, Bethesda, MD 20827. Once received, we will contact you with your new Pen Pal  
information.