**Rules of the International Letter-Writing Competition for Young People**

*1 Objective*

The UPU’s International Letter-Writing Competition aims to improve literacy through the art of letter-writing. Targeted at children and young people, the annual competition encourages participants to express their crea­tivity and refine their language skills.

*2 Participation*

The competition is open to participants up to the age of 15 years.

The UPU International Bureau does not accept compositions sent directly by schools, individuals or similar.

*3 Organization of the competition and selection of the winners*

The UPU announces the theme for the new competition.

Each member country then organizes a letter-writing competition on the theme in its territory as it sees fit but preferably with the help of its national education authorities.

The national organizing body/bodies choose the best composition in accordance with the general rules of the competition.

Each member country then sends the International Bureau its best national message, with the supporting documents (see below), **by no later than 5 May of the following year**.[[1]](#footnote-2) Only one entry per member country is permitted.

Each entry must be accompanied by the following documents:

a A completed entry form;

b The original letter in the following formats:

– a good-quality scan, in colour, of the handwritten original (if available) in PDF format; and

– as a Word document;

c A translation of the letter in English and/or French, as a Word document; and

d A good-quality photograph of the candidate:

– in JPEG format (300 dpi minimum); or

– as a print copy (please do not staple or glue the photo to any of the documents if sending by post).

*4 Presentation and content of entries*

The original letter may include illustrations from the candidate. Entries must adhere strictly to the theme and not exceed the limit of 800 words in the original language.

*5 Jury designation and results*

The UPU International Bureau will designate an international jury to judge the letters it receives.

The following criteria will be used to judge the quality of the letters:

– structure as a letter;

– adherence to the theme;

– creativity; and

– use of language.

The judges will select the three best entries (i.e. first, second and third places) and may also award special mentions to other compositions. As soon as the UPU International Bureau receives the results from the jury, it will notify the member countries within a reasonable amount of time.

*6 Prizes*

The top winners will receive a special medal (gold for first prize, silver for second, and bronze for third) and a certificate, as well as other prizes to commemorate their win (such other prizes to be decided by the UPU).

The gold medallist may also be offered a trip to the UPU headquarters in Berne, Switzerland, or an alternative prize to be decided at the sole discretion of the UPU.

Writers awarded a special mention will also receive a certificate as well as other prizes (such other prizes to be decided by the UPU).

*7 Communications*

The UPU International Bureau will undertake communication activities to ensure the widest possible publicity for the prize-winners, their countries, and the letter-writing competition in general.

Member countries are warmly encouraged to make every effort to promote the competition and their
prize-winners in their territory.

1. Please send either by post to the attention of “International Letter-Writing Competition, Communication Programme” at the address provided in Annex 2 (“Entry form”), or by e-mail to communication@upu.int. [↑](#footnote-ref-2)