



# my letter & gift guide

Building a relationship with your sponsored child can spur them on their journey in life. This guide has all the necessary knowledge to keep up a healthy correspondence!



It may take up to 6 months for you to receive your reply letter from your sponsored child due to remote locations or inadequate postal services. If you have not heard from your sponsored child after 6 months, please contact World Vision Malaysia.



## World Vision National Office Addresses (Updated April 2021)

### Cambodia\*

**World Vision Cambodia**  
Central Post Office  
P.O. Box 479  
Phnom Penh 120211  
KINGDOM OF CAMBODIA

### China

**World Vision China**  
P.O. Box 79880  
Mongkok Post Office  
Kowloon,  
Hong Kong SAR  
PEOPLE'S REPUBLIC OF CHINA

### DR Congo

**World Vision DR Congo**  
3888, Boulevard Du 30 Juin  
Kinshasa - Gombe  
B.P. 942 Kinshasa I  
DEMOCRATIC REPUBLIC OF  
THE CONGO

### India\*

**World Vision India**  
Post Bag No. 5305  
Kodambakkam  
Chennai 600024  
INDIA

### Indonesia\*

**Wahana Visi Indonesia**  
P.O. Box 3532  
Jakarta Pusat 10340  
INDONESIA

### Lebanon\*

**World Vision Lebanon**  
P.O. Box 55355 Sin El Fil  
Beirut  
LEBANON  
*Note: Postal services to Lebanon has been disrupted in the past. Please check with the post office before mailing to Lebanon.*

### Lesotho\*

**World Vision Lesotho**  
Private Bag A256  
Maseru 100  
LESOTHO

### Mongolia\*

**World Vision Mongolia**  
Sponsorship Department  
P.O. Box 705  
Central Post Office  
Ulaanbaatar 15160  
MONGOLIA

### Myanmar

**World Vision Myanmar**  
Sponsorship Department  
Level 5, 8th Mile Business Centre  
95-A Kyaik Wine Pagoda Road  
8th Mile, Mayangone Township  
Postal Code 11061, Yangon  
MYANMAR

### Nepal\*

**World Vision International Nepal**  
WVIN Sponsorship Department  
G.P.O. Box: 21969  
Kathmandu 44600  
NEPAL

### Philippines\*

**World Vision Development Foundation, Inc.**  
Sponsor Relations Department  
P.O. Box 3306 Q.C  
Central Post Office 1173  
Quezon City  
PHILIPPINES

### South Africa\*

**World Vision South Africa**  
Private Bag X 10088  
Randburg 2125  
SOUTH AFRICA

### Sri Lanka\*

**World Vision Sri Lanka**  
P.O. Box 2034  
Colombo  
SRI LANKA

### Thailand\*

**World Vision Foundation of Thailand**  
P.O. Box 888  
Lat Phrao Post Office  
Bangkok 10310  
THAILAND

### Vietnam

**World Vision Vietnam**  
9th Floor, Mercury Building  
444 Hoang Hoa Tham Street  
Tay Ho District, Hanoi  
VIETNAM

\* If you want to send your gifts / letters via courier services, please contact us for the street addresses.





# Letter Writing Guidelines

Letters encourage your sponsored child in their daily lives. It can also be an enriching experience for you as a sponsor!

Please refer to World Vision National Office address list on next page



## 2 WAYS TO SEND YOUR LETTER

1. Send directly to the World Vision National Office of the country where your sponsored child lives.
2. Email your letter to [my\\_worldvision@wvi.org](mailto:my_worldvision@wvi.org) or send your e-Letters via the My World Vision Portal (both environmentally friendly and postage-free!).

## IMPORTANT NOTES

- ▶ Do not reveal personal information such as your address or phone number in your letters.
- ▶ Use an envelope when sending a postcard.
- ▶ Avoid sensitive topics such as religion or politics.
- ▶ If you need translation of Chinese-language letters to English (except letters to sponsored children from China), please email/fax the contents to World Vision Malaysia.



# Gift Guidelines

## The Dos

1. Send gifts that fit into an **A4 size envelope**, taking into consideration weight, tax and delivery costs.
2. Limit weight to **2kg** only. (Weight limit for China: **100g**)



3. We encourage you to send your gifts via registered mail (Pos Berdaftar).
4. Gift ideas: stationery, stickers, bookmarks, photos of you/with family, hairpins, plain-coloured socks, scarves, hand towels, small storybooks.

For postage fee calculation, please refer to [pos.com.my](http://pos.com.my)

## The Dont's



- Money (cash, cheque)
- Jewellery
- Food items
- Material with pornographic or violent content
- Used or recycled toys and clothes
- Religious or political resources (e.g. Bibles, religious bookmarks, pamphlets)
- Stuffed toys that may aggravate or trigger allergies
- Dangerous items (e.g. weapons, craft scissors, knives and firecrackers)
- Digital, electronic and magnetic items (e.g. mobile phones, magnetic pencil cases)
- Cosmetic and skincare items (e.g. lipstick, shampoo)
- Liquid, wax or paste products (e.g. glue, crayons, oil or watercolour paints)

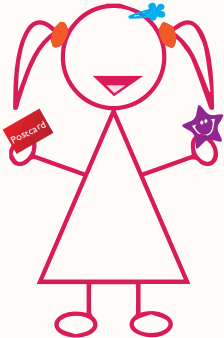


# Things to Note When Sending Letters & Gifts

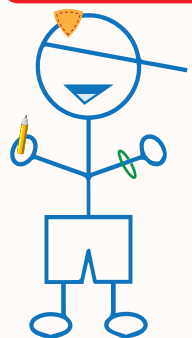


## For China Only

Parcel weight limit: **100g**



- ✓ Hair band
- ✓ Hair clip
- ✓ Wristband
- ✓ Badge
- ✓ Stickers
- ✓ Stationery
- ✓ Postcard
- ✓ Colouring book
- ✓ Picture book
- ✓ Lightweight chess sets



Do not send the following items as they will incur additional postage costs for World Vision China:

- ✗ Shoes
- ✗ Printed materials (e.g. magazines, books, comics)
- ✗ Bags
- ✗ Clothes (including socks, towel, scarf, handkerchief, gloves)

- Avoid expensive gifts that will create jealousy amongst the children.
- Send your letter/gift via registered mail (Pos Berdaftar) so your items can be tracked online.
- Send your letter/gift directly to the World Vision National Office where your sponsored child is from (addresses are on the next page).
- **Myanmar Only:** When sending letters/gifts via courier or Pos Laju, please list only World Vision Myanmar as recipient, and write the CHILD ID on the envelope/parcel. **Do not** write the child's name anywhere on the envelope/parcel, or World Vision staff will be unable to claim it without the child present. Please write 'donation' in the content description section of the shipping slip.
- **Vietnam Only:** Please ensure that consignment slips are filled in detail. Each item should be listed separately, with its own description, quantity, and value. Please do not list items generally e.g. stationeries, books etc. If you send your gifts via courier, please declare them as having no commercial value or a value lower than USD45. A tax fee will be imposed on parcels that do not meet these requirements, in addition to the other size and weight limits.
- **Indonesia Only:** Please list **Wahana Visi Indonesia** as the recipient (instead of World Vision Indonesia).
- Parcels are at times returned from Lebanon, Mongolia and South Africa without valid reasons.
- Parcels to certain countries may incur expensive customs fees during the dispatch. We will have to charge this fee to you when it is necessary.
- For environmentally friendly and postage-free correspondence, you can opt to send your letter via the My World Vision portal.