



# Farewell letter to something you hold dear

## Questionnaire with instructions

Yr (YYYY) | Mo (MM) | Day (DD)

### Customer information

First and last name of the sender	
Do the sender speak for a group or organization? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which group/organization
Street address	Postal code and City
E-mail address	Telephone number

### What artifact or phenomenon do you want to bid farewell to?

### Categorization of, and relation with, this thing

Character of the phenomenon/item Invisible <input type="checkbox"/> Material <input type="checkbox"/> Other <input type="checkbox"/>	Duration of your relationship with it (years)? < 9 <input type="checkbox"/> 10-19 <input type="checkbox"/> 20-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60-69 <input type="checkbox"/> 70 + <input type="checkbox"/>
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No.	Question	Comment
1.	How often is the object perceived as an obstacle to change?? Every day <input type="checkbox"/> Every week <input type="checkbox"/> More seldom <input type="checkbox"/>	
2.	How do you react when this happens? I immediately adapt <input type="checkbox"/> I feel discouraged <input type="checkbox"/> I feel anger / frustration <input type="checkbox"/>	
3.	How long have you considered a final farewell to the object? Several years <input type="checkbox"/> Several months <input type="checkbox"/> A shorter period <input type="checkbox"/>	
4.	Do you feel ready to compose a farewell letter to the object? Yes <input type="checkbox"/> No <input type="checkbox"/> (if you are uncertain, please proceed directly to 5)	
5.	If you answered <u>no</u> to question 4: What would you need to get started?? That I didn't have to write by hand <input type="checkbox"/> That I could keep the letter instead of sending it in <input type="checkbox"/> That I found the motivation <input type="checkbox"/> That someone encouraged me <input type="checkbox"/> Other (specify below) <input type="checkbox"/> _____	

### Congratulations! If you answered yes, or are unsure about question 4, you can soon start writing!

#### First, some background and some tips:

Formulating a farewell letter gives you the opportunity to reflect calmly on why you see a farewell as necessary, or at least desirable. The letter also gives you a chance to express different emotions that come up with the opportunity to actually say one last goodbye. And feel free to express anything that comes to your mind, even if it feels uncomfortable! It prepares the way for a dignified final farewell.

In order for us at the Farewell Bureau to be able to help you plan the final farewell, it is important that we really understand what you want to say goodbye to. But also that the farewell letter gives a clear picture of what you as a customer want the last goodbye to lead to.

Good luck with your writing! We ask you to write the letter on the back of this form and if it is not enough, you can continue on loose sheets that you then stick together with the form before signing and handing the letter to us.

A tip to get started: It can feel strange to write a personal goodbye letter to a worldly thing. But consider that, despite that experience, you actually have a living relationship with this thing, or this phenomenon, a relationship that is probably both close and not really good, because you decided to say a final goodbye. Therefore, think of the subject of the parting as a person when you write, and feel free to address this person directly in the text. Good luck, and don't forget that the farewell letter must be written by hand!