

*LETTER TO THE EDITOR TEMPLATE*

*Below is a sample template to help you structure your letter.*

[Name of Outlet or Publication]

Attn: [Editor of Publication]

[Address Line 1]

[Address Line 2]

[City, ST ZIP]

Dear Editor: [If you are responding to or referencing another article, you should reference it by writing the first sentence, then the title of the article, the name of the publication & finally the date it was published. If not, you can start here with the reason why you're writing, but it's not always necessary. Sometimes it's best to include some kind of interesting hook here that also explains why you're writing without saying "I'm writing because..."]

[Tell your personal story in this second section. How has the issue impacted you, your family, or someone you know? Or why is this issue important to you? What are the impacts of the issue on people in your community? Remember to be concise, draw a local connection, and relate to the community you know best by touching on the values you share with them. If you include contrast—what the opponents think—be respectful.]

[So now what? Are you encouraging readers to contact their legislator? Are you asking them to take some other action? Don't be afraid to make a specific ask of the people reading your letter.]

[End on a positive note. You have gone to all this trouble to entice your readers, you don't want to turn them off to your opinions before you've sealed the deal.]

Sincerely, [YOUR NAME] [YOUR CITY, ST, Month DD, YYYY]