

[Letterhead, if you have it]

TEMPLATE: LETTER TO THE EDITOR

This template was adapted from the Community Tool Box – Organizing for Effective Advocacy online guide.

Date

Name of Editor

Name of Publication

Office Address

City, State, Zip

To the Editor of _____,

First Paragraph:

- Grab the reader's attention - your opening sentence is very important. It should tell readers what you're writing about, and make them want to read more
- Explain what the letter is about at the start - tell your key point at the beginning

Middle Paragraph/s:

- Explain why the issue is important - explain the issue and its importance simply to those who do not share your interest or background, using plain language that most people will understand
- Give evidence for any praise or criticism - if you are writing a letter discussing a past or pending action, be clear in showing why this will have good or bad results
- State your opinion about what should be done - you can write a letter just to "vent," or to support or criticize a certain action or policy, but you may also have suggestions about what could be done to improve the situation - if so, add these as well, be specific, the more good reasons you can give to back up your suggestions, the better

Final Paragraph:

- Summary of issue and why writing
- Make sure you stay within the word limit and keep the entire letter brief – shorter letters have a better chance of being published

Sincerely,

[Signature]

Your name, typed

Your Title

Your Address

Your City, State, Zip

Your email and/or phone number

