

[Letterhead, if you have it]

TEMPLATE: LETTER TO THE EDITOR

This template was adapted from [SEACC's template](#), and from the Community Tool Box – Organizing for Effective Advocacy online guide. For more advocacy resources, go to the [Community Tool Box website](#).

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, and 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

