

Template: Letter to the Editor

<Name of Media Outlet or Publication>

<Attention: >

<Address 1>

< Address 2>

<City>, <State> <Zip or Postal Code>

Dear Editor:

<State your reason for writing here. If you are responding to articles or editorials by the media outlet, use the first sentence to reference the title of the article, name of the publication, and date it appeared.>

<State your case here. Include facts, references, or research here to establish credibility. [Keep length in mind though. Acceptable letter length will vary from periodical to periodical. Look at their letters section to get a feel for an appropriate length.]>

< Include a call to action, asking readers to follow up with some activity, such as joining in calling on policymakers to address the issue. >

<End with a strong, positive statement in support of your case. >

Sincerely,
<Writer's Signature>
<Name of Writer>
<Writer's Title>
<Writer's Organization >