Notes for Template for Letter of the Editor

1. Check newspapers’ word limits for letter to the editor, most have a limit of **200-250 words**.
2. Personalize the story and make it relevant to your community
3. Use sourced statistics if you can
4. Sign the letter, give contact information, including an address and phone number, so the publication can authenticate the letter
5. End with a call to action for your fellow readers

**Template**, Instructions in red, *things you should specify in italics*

**Begin by citing the article that you are responding to if there is one.**

Re “*Article Title*,” *Date* article.

**In this first paragraph**, relate to an article already in the paper if you can. For example:

I was happy to read about the community coming together in response to *issue X,* which affects people throughout *geographic area.* In these times, when the federal government is *anti-progress /so opposed to this issue* it must be well understood that promoting legislation on a state and city level is necessary, to preserve our civil society.

**In the second paragraph,** bring in IDC/Felder**.** For example:

While my state Senator *XXXX* proclaims to be on the correct side of *issue X*, their membership in the Independent Democratic Conference (IDC) means pertinent legislation is blocked in the senate. The IDC is a group of eight senators who ran as Democrats, but align with the Republicans in the state senate. Even though a majority of Democrats won senate seats, the IDC ensures that Republicans are in control and thus, do not allow legislation to even come up for a vote.

**In the third paragraph**, put the call to action:

If we are to make progress on *issue X,* then we need a state senate who will vote important bills such as *Bill A and Bill B.* I encourage Senator XXXX to stop caucusing with Republicans and vote with Democrats. I urge everyone to pay more attention to their local politics to ensure that the promises representatives make are not empty.

**Real World Example:**

<http://www.lohud.com/story/opinion/readers/2017/03/06/carlucci-dump-idc-stop-enabling-gop-view/98639290/>

**Sources:**

<http://www.iste.org/docs/pdfs/iste-advocacy-toolkit---letter-to-the-editor.pdf>

<https://www.apa.org/pi/ses/letter-editor-template.pdf>

*Name*

*Address*

*Phone Number*

*Email Address*