**Letter to the Editor Template**

A Letter to the Editor is an effective tool for responding to something that has already been written by a publication. You can use a letter to the editor to agree, disagree, double down on, or emphasize a particular point made in an article. Here are some quick tips for structuring your letter to the editor.

Letter to the Editor (Generally around 200 words)

1. *Introduction (First Paragraph)* – Generally start with a “Dear Editor” salutation and then state your opinion in a clear manner. You want to make sure the audience clearly understands your position. Additionally, you want to begin to tell your story here. You should introduce yourself as the writer and explain why your story or experience persuaded you to take action and write to the editor.
2. *Elaborate* ***(****Second Paragraph) -* In this paragraph you both want to expand on the argument that you have made in the first paragraph and you want to continue to tell your story. You can use some additional research or evidence to further make your point. In addition, go into a little more depth about your story and start to show the reader why your story has moved you to take a stance on the article.
3. *Conclusion (Third Paragraph)* – You want to restate your argument in this paragraph. If you can also bring closure to your story in your conclusion that will leave the reader with a clear final thought about your letter.

Tips for Writing a Letter to the Editor

Here are some additional quick tips for writing and sending in your letter to the editor.

* Reread and revise – A Letter to the Editor that flows well and is error free has a much higher chance of getting published. Make sure you read your writing through a few (maybe three) times. Also, if you have a friend or colleague who you think would provide helpful advice, ask them to read your letter and give you feedback.
* Write soon after the article is published - You have a limited amount of time to respond to the article, so we recommend trying to draft and submit an article ASAP. Publications will really only publish letters to the editor within a few days of the original publication going live.
* To find out where to submit your letter to the editor, go to the website of the publication that is catching your interest. They should have a place on their website where they detail how to submit a letter to the editor. Many times publications receive a number of different submissions. It’s important to be persistent and recognize that you might not get your first letter published. Keep trying!
* While publications like the New York Times, the Washington Post, and Politico can be household names, they aren’t the only publications where a letter to the editor can make a difference. While we encourage you to continue to submit articles to national news sources, also look at your local paper and community publications. Especially for issues of school choice, sometimes a state or local paper will provide the best coverage and have articles that you can respond to with a letter to the editor.