

## **Quick Tips on Letters to the Editor**

Letters to the Editor are often based on a strong news hook or a timely response to a current issue covered by the targeted paper. You could also write a letter noting the anniversary of an event or an event itself and its relevance to the community covered by the paper.

Letters can come from an organization's executive director, board member, key volunteer, sponsoring business, or a long-time service user: such as a parent or youth.

- 1) Keep the letter short and to the point (about 200 words or so)
- 2) Stay on message and have only one message per letter
- 3) You can appeal to a reader's emotions
- 4) As with letters to elected officials, personalize it with a specific event that also relates to the issue if you can
- 5) Include your contact information to verify authorship, you may be contacted by the paper to confirm this
- 6) Check with the paper for the correct person to send the letter to. Many papers now have online access for sending letters to the editor.

### **Sample Letter to the Editor**

Dear Editor,

While picking up my child at her after-school program, I wondered how I would be able to work if it were not there to take care of my child while at my job. If the state budget passes as it currently stands, this may be the case. The proposed cuts to the Teen REACH program would put my child's program at risk.

Without enough funds to support all the programs that are currently being supported, there is a very real chance my child will not have anywhere to go after school next year. Young people all over the state would potentially be unsupervised when school lets out, and put at risk to crime and other dangers. Working families such as my own would have no place for their children to go while we are trying to support our families. We will constantly be worrying about where they are and what they are doing.

The Teen REACH program has proven to be effective in helping youth make the right choices and in helping families. This program actually saves the state money by keeping youth out of trouble. This program should be expanded, not cut.

Sincerely,

Your name/phone number

