Letter to the Editor

Use when: you want to respond publicly to a news story or local issue.

To the Editor:

Your [Date] article, "[Article Title]," addressed [topic].

[State your main point in one sentence.]

[Give one fact or personal example that supports your point.]

[State what you believe readers or officials should do.]

[Your Name]
[City, State]
[Phone, for verification only]

Review and edit this draft before sending. This sample is not legal advice.