

## Letter to the Editor



\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF THE EDITOR

\_\_\_\_\_  
NAME OF THE NEWSPAPER

\_\_\_\_\_  
ADDRESS OF THE NEWSPAPER

DEAR \_\_\_\_\_ :

NAME OF THE EDITOR

FIRST PARAGRAPH: STATE THAT YOU ARE A MEMBER OF THE GROUP OR CLASS, AND EXPRESS YOUR POSITION ON THE PROBLEM OR ISSUE.

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\_\_\_\_\_  
\_\_\_\_\_

SECOND PARAGRAPH: GIVE A VERY BRIEF HISTORY OF THE PROBLEM AND DESCRIPTION OF THE CURRENT SITUATION.

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THIRD PARAGRAPH: STATE YOUR OPINION ABOUT HOW THE PROBLEM SHOULD BE RESOLVED AND WHY.

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FOURTH PARAGRAPH: URGE ATTENDANCE AT A MEETING OR OTHER ACTION RELATED TO THE PROBLEM IN QUESTION.

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\_\_\_\_\_

FIFTH PARAGRAPH: THANK THE EDITOR.

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\_\_\_\_\_

SINCERELY,

\_\_\_\_\_  
YOUR SIGNATURE

\_\_\_\_\_  
YOUR ADDRESS

Adapted with permission from Lewis, Barbara. *The Kid's Guide to Social Action*. Minneapolis, MN: Free Spirit Publishing, 1991.