

**Share4Rare**

Guidelines

Letter to the editor | Template



<Date>
<Name of media outlet or publication>
Attention: <Dr./Ms./Mr. editor's first name and last name* or Editor>
<Address 1>
<Address 2>
<City, State/Province, Zip/Postal Code>

Dear <Dr./Ms./Mr. last name of editor or Editor>:

Introduction

<State your reason for writing here. If you are responding to articles or editorials by the media outlet, use the first sentence to reference the name of the publication (in italics), the title of the article, author's name and date when it appeared.>

Case

<State your case here. Include facts, references or research here to establish credibility. Mention your expertise on the issue. Keep length in mind. Acceptable letter length will vary. Look at the newspaper's or periodical's letters section to get a feel for an appropriate length.

Include a call to action, asking readers to follow up with some activity, such as calling on policymakers to address the issue.>

Conclusion

<End with a strong, positive statement in support of your case.>

Sincerely,

<Writer's signature>
<Name of writer>
<Writer's title>
<Writer's organization's name and address>
<Daytime contact information>

*Find the editor's name on the masthead of the publication.

