

*Editor's Name*

*Newspaper Name*

*Editor's Address*

*Date*

Dear Editor,

Opening Paragraph: The opening paragraph should include an opening line stating your topic and position.

**\*\*Important\*\*** You will want to name the ballot measure in the first line (or put a placeholder in for it since we do not yet have a Ballot Measure number).**\*\***

Starters:

School funding in Adams 12 is....

The MLO investment in Adams 12 is....

The future of our students in Adams 12 is....

Mental health is....

Hiring more SROs....

Paragraph 2: The next paragraph should describe your connection to the topic: why are you speaking out?

As a parent of...

As a teacher in....

As a community member in....

Paragraph 3: This paragraph should explain the issue and include evidence or support.

Research shows.....

Numerous experts report.....

Consider the following....

Paragraph 4: Follow your explanation with a call to action. Make the direct impact of taking/not taking action very clear.

We must vote yes....

Vote yes for ...because

When you receive your ballots....vote yes...

Support our teachers by.....

Ensure our kids have access to....by...

Concluding Paragraph: Recap your point, reiterate your call to action, and include specific information on how readers can get involved.

Starters:

Our students need

Our community deserves

We can help prevent .....by.....

We can help change.....

Sincerely,

*Name*

*Email*

*Phone number*

### **Best Practices**

- Focus on one topic. If you have two, write a second letter.
- Obey those word count limits. If your letter gets long, write a second letter.
- Be clear and concise—you typically only have around 200 words or less to make your point.
- Be yourself. You don't need to talk like an academic or a policy expert. Remember, you're a smart, passionate constituent who's paying attention, one who other constituents might identify with—and that's the most powerful thing you can be.
- Don't respond to arguments in LTEs. Focus on the positive data you have or topics you want to hit instead of responding to other opponents' claims.