



How to Write a Letter to the Editor

A letter to the editor (LTE) is sent to a newspaper or other publication to notify them about current issues or concerns and is often published by the media outlet. Using the template below, draft an LTE to express your concerns about any of TRU's advocacy issues to your local media or school newspaper.

Step 1: Decide which publication(s) you will send your letter to and find instructions on how to submit your letter to them. Each publication has their own submission process, but most accept a LTE by email.

Step 2: Determine the goal of your letter and plan what you want to say to achieve that goal. Are you looking to promote TRU to other youth? Do you want to highlight concerns about the youth vaping epidemic? Do you want to encourage others in the community to advocate for MSA funding? Visit TRUinPA.org to find information on all of TRU's advocacy issues to share in your letter.

Step 3: Begin drafting your letter using the template below.

- a. In the top left corner of the page, enter the name and address of the publication, and include "Attention:" with the name of the editor or just "Editor" if you do not know their name.
- b. To start the letter, write "Dear Editor," then go down to the next line.
- c. First paragraph: In your opening statement, introduce yourself or your TRU group and explain why you are writing to the editor. For instance, you may be writing to the editor to inform the community about the work your TRU group has been doing to encourage youth to stay nicotine- and tobacco-free. Include information about your TRU group and your school.
- d. Second paragraph: Provide a fact about the issue you are writing about. Then describe how your TRU group is helping to resolve the issue. Consider sharing your unique perspective as a youth in the community.
- e. Third paragraph: Share why you believe this issue is important to your TRU group and why/how others in the community should support the cause. Your final statement should be about your group's mission to educate your peers about the dangers of tobacco products and help keep PA youth tobacco-free.
- f. Don't forget to sign your name at the bottom of the letter.



Letter to the Editor Template:

[Name of Publication]

Attention: [Editor]

[Address of Publication]

[Address of Publication]

[City, State, Zip Code]

Dear Editor,

[First paragraph: Opening statement and information about your group]

[Second paragraph: Share a fact about the issue, describe how your TRU group is helping to resolve it]

[Third paragraph: Share why this issue is important then end with a final statement about your group's mission]

Sincerely,

[Your Name]