**Letter to the Editor Template**

[Name of Media Outlet or Publication]  
[Attention:]  
[Address 1]  
[Address 2]  
[City], [State] [Zip or Postal Code]

Dear Editor:

[State the reason why you are writing here. If you are referencing an article or editorial about the bill that was printed by the media outlet, list the title of the article, name of the publication and date in the first sentence.]

[Outline your position on the topic here. List your facts, references and research data so you show that you are credible and familiar with the topic. Be concise; there will most likely be a word count limit determined by the media outlet.]

[List a call to action here. Ask readers to contact their representatives and ask them to support the bill.]

Sincerely,

[Writer’s signature]  
[Name of writer]  
[Writer’s title]  
[Writer’s organization]