

## **Letter to the Editor (Under 200 Words)**

(Third Person)

**Headline**– Specific topic

**First Sentence:** Precise statement of the main point of the letter

**First Paragraph:** Gives basic facts on the issue.

**Body** – further explanation, statistics, background, or other details relevant to the issue. (Can include links to more information)

**Conclusion** - What needs to be done.

**Signature** - Your Name and City  
Phone and E-mail