# How to Write a Letter to the Editor



## Here are the steps you'll need to write an impactful letter to the editor in support of increased federal library funding!



Below is a general structure you can use to help you craft a letter to the editor.

#### 1. INTRODUCE THE ISSUE. $\square$

State why you are writing the letter. If you are responding to what someone else has written, directly address that article or letter.

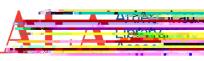
**EXAMPLE:** As our lives continue to reel from the pandemic [reference article, if applicable], one institution that has stood by our community is [name of library(s)].

#### 2. USE LOCAL STATISTICS AND/OR EXAMPLES.

State the facts using statistics, preferably local. If you do not have statistics, cite a local story.

**EXAMPLE:** Library staff at [name of library(s)] have never stopped working for our community during this crisis, whether their doors have been open or closed. Since the start of the pandemic, libraries have served people hit hardest by the pandemic: people who've lost jobs, learners of all ages, people without internet access, and everyone who relies on digital resources for entertainment while sheltering at home. For example, [name of library(s)] provided [75 hotspots] to families with school children and registered hundreds of patrons for vaccines. Our libraries keep our community strong; to keep our libraries strong, we need to continue federal funding for them.





### 4. AMPLIFY THE MESSAGE.

