

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!



Writing a letter to the editor is a great way to share your thoughts and concerns with a large audience. It's also a great way to show your support for a cause you care about. When you write a letter to the editor, you are helping to shape public opinion and influence policy. This is especially important when it comes to issues like federal library funding, which can have a significant impact on the lives of many people.

Before you write your letter, it's important to do some research. Find out what the current state of federal library funding is, and what the needs of your community are. This will help you to write a letter that is both informed and persuasive. Once you have done your research, it's time to start writing. Your letter should be clear, concise, and to the point. It should also be respectful and professional. Remember, you are writing to a large audience, so it's important to use clear and simple language. Finally, make sure to include your contact information so that the editor can reach you if needed.

Below is a general structure you can use to help you craft a letter to the editor. [Click here to download a letter to the editor template.](#)

1. INTRODUCE THE ISSUE.

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.

