Letter to the Editor Template:

***Note:*** *Most newspapers require that a name be associated with letters to the editor (i.e. you cannot submit an anonymous letter). Be sure to include your name and contact information with your submission. Letters should stay under 250 words and can be sent to any of the major news outlets in New Brunswick.*

[**Thesis statement** – Clear statement about the particular event, news article, or public issue that has made you write the letter; State your opinion. **Word Count**: 20-50 words]

[**Supporting argument and history** – Briefly describe the history of the issue that has resulted in your opinion. **Word Count**: 50-100 words]

[**Supporting argument** – Present an additional reason for your argument. **Word Count**: 50-100 words]

[**Conclusion** – Summarize your main point and make a recommendation for action on the issue. **Word Count**: 50-100 words]

[FIRST & LAST NAME]  
[NAME OF ORGANIZATION OR HOMETOWN]