Letters to the Editor

IN A SENTENCE A letter to the editor is written to a newspaper or magazine, but it is really aimed at its readers.

LAYOUT TEMPLATE

Letters to the Editor

Use this skeleton to plan your letter to the editor. The numbers follow the order the parts appear.



My plan

BEFORE YOU WRITE

Who is reading?

Where will it appear?

Why are you writing?

HOW TO USE IT

The numbers show the order your reader meets each part.

Use the template to plan, not to copy. Adapt it to your reader, context and purpose.

Want more?

The full chapter in It's Alwrite! has the conventions, useful language, an annotated model and a checklist.