**LETTER TO EDITOR TEMPLATE**

**(Written in response to an article in the outlet. Before beginning to write, review an outlet’s standards for submitting letters (length, response time) - example of an outlet’s guidelines** [**here**](https://helpcenter.washingtonpost.com/hc/en-us/articles/236004788-Send-a-letter-to-the-editor)**.)**

Re: (article headline)

(Your immediate response + how the issue affects you personally)

(Facts/research/expertise to support your response/opinion)

(Connect to broader themes)

Examples of Letters to the Editor: <https://www.washingtonpost.com/opinions/2023/02/03/long-term-consequences-limiting-library-books/>