How to Write a Letter to the Editor
(According to the State of Michigan)

Keep your letter between 100 – 250 words in length. Be sure that your letter contains each of the following elements:

1) A clear statement of your position. Don’t try to sit on the fence. Take a strong position and stand by it.

2) Support from the Core Democratic Values of the American constitutional democracy. Be very specific here. Show how this core democratic value supports your position.

3) A piece of supporting knowledge from history, geography, civics, or economics. Use a piece of knowledge that supports your position. Just “street knowledge” doesn’t qualify here.

4) Supporting information from the data provided. Use the map, graph, cartoon, or quotation to support your argument.

Remember to:

Write in complete sentences.

Explain your reasons in detail.