

# **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.