

When you write a letter to the editor of The Argus newspaper, you will need to follow these directions:

Letters to the Editor must be 200 words or less. Please include your name, home address and a daytime phone number. No letter will be considered for print without this information. If sending your letter by email, attachments will not be accepted. All letters are subject to verification and editing for legal aspects, style, clarity and brevity.

What's in a Letter to the Editor?

A letter to the editor is sent to a newspaper to explain a person's opinion. The letter should have the following:

1. The date
2. The name of the newspaper
3. The address of the newspaper
4. A salutation (Dear _____)
5. Body of the letter
6. Closing statement
7. Thank you or Sincerely
8. Your signature
9. Your printed name
10. Your address
11. Your telephone number

SAMPLE LETTER TO THE EDITOR:

The Date (xx/xx/xxxx)

Editor

The Argus

37468 Fremont Blvd.

Fremont, CA 94536

Dear Editor,

I agree with your recent article about bilingual education. A free education is a right guaranteed by the constitution, and I think that bilingual education should be available to anyone coming to the United States for the first two years.

I was 14 years old when my family moved here. I didn't know any English and felt nervous about going to school. I liked learning about math in my country and was afraid I wouldn't understand anything. When I walked into my first class and I heard my language, I felt so happy.

For the first year most of my classes were in my first language, but as I learned more English, I took more and more classes in English until all of my classes were in English. I graduated from high school, and I am now studying math in college. I wouldn't be in college now if my high school hadn't had a bilingual education program. Bilingual education helped me to be successful and I think it's an important program.

Thank you,
Maria Lopez
Maria Lopez
5555 Mowry Avenue
Fremont, CA, 94538
510-555-1111

LETTER TO THE EDITOR WORKSHEET:

What is the topic you want to write about? _____
Why is it important to you?

What are three details or examples you want to use to support, or explain your opinion? What are examples of each idea?

Detail 1 _____

Fact or Example _____

Fact or Example _____

Fact or Example _____

Detail 2 _____

Fact or Example _____

Fact or Example _____

Fact or Example _____

Detail 3 _____

Fact or Example _____

Fact or Example _____

Fact or Example _____

A concluding sentence is the last sentence in your letter. It restates, or retells, what you the most important details of the argument, but in different words. Write your concluding sentence here.

