

LETTERS TO
THE EDITOR:
WORKSHEET

Start with a headline or title that makes your point

The hook: state your opinion in a few words

Include the title of the article, in quotes, followed by the date it appeared

State the problem in greater detail

Back your statement up with facts

Propose a solution

Explain what's at stake

Signature: _____
(Your Name)

(Position)

(Organization)

(City)

(Phone number)

