

# LTE 101

A letter to the editor is a short letter, usually less than 200 words, that responds to a specific issue featured in an article or op-ed found in a newspaper. Letters to the editor are great ways to bring an issue down to the local level in a short and easy-to-read letter. Letters to the editor call on readers to take action on a particular issue, thereby impacting change.

Dear Editor:

*[If responding to a specific article, start by referencing that article in your first line. Ex. I was shocked to read in John Smith's October 25th article that 99% of women have used birth control in their lives. If not responding to a specific article, start with the reason as to why you're writing. Be direct, and try to include an attention-grabbing hook. Ex. I'm writing because as a working college student, I depend on birth control to live a normal life, without the worry of a pregnancy. If my employer denied me birth control, I would simply not have the means to afford it on my own.]*

*[In the body of your letter, write about your personal story, or your connection to contraceptives. Think about how this issue has impacted you, your family, friends, or local community. Remember to be direct and to the point, and focus the issue on something your community can connect to. Ex. Working class college students like myself would be directly impacted by restrictions to contraceptives because...]*

*[Your third paragraph should have a call to action. What do you want the reader to do? Should they contact their elected officials? Should they take some sort of political action? Think of what needs to be done to fix the problem and ask your readers to engage in ways to take action. Ex. Everyone impacted by contraception should contact their representatives and urge them to stop Donald Trump's attack on contraception.]*

*[End with something catchy. There's no need to summarize your letter, but make sure to leave the reader with something memorable.]*

Sincerely,

[Your Name]

[Your City, Your State]

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Inspired to have your voice heard?  
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# SAMPLE LTE

In his inauguration speech President Trump spoke of citizens moving America forward together. Since then, he has done just the opposite. In the last ten months he has pitted Americans against peaceful protestors, the Muslim community, and even the widow of a fallen soldier. His recent proposal to allow employers to deny women contraception coverage under the guise of “religious liberty,” is a direct attack on women’s health and autonomy.

The Trump Administration’s claim that this is about religion is simply false, never mind that religion should never be used as an excuse to push forward a political agenda. The facts are clear—according to a Guttmacher Institution report, 99% of women have used some type of contraception at some point in their lives, including 98% of Catholic women.

Religious liberty is certainly a fundamental value protected under the First Amendment; it should not be distorted to give employers free rein to restrict a woman’s access to contraception coverage. The President’s actions will severely impact the lives of millions of Americans, who, unless covered by their employer’s health plan, would not be able to afford contraception coverage.

The President must stop using religion as a political prop to divide Americans. Everyone impacted by contraception has until December 5th to tell the Trump administration through a formal comment why this attack on contraception is an attack on women, their families and the economy. If Donald Trump really wants to move America forward, he should rescind his misguided proposal to let employers restrict birth control coverage, and focus on finding ways to expand access to health care and bring our country together.

Sincerely,

Mary Jo  
Sacramento, CA



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Rocco, at  
[grocco@americanprogress.org](mailto:grocco@americanprogress.org)  
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