

Sample Letter to the Editor

Date Line November 4, 2004

Inside Address
(Recipients Name and Title)
(Company)
(Address)

Allie Smith, Executive Director/Editor
CLASS! Publications
4505 S. Maryland Parkway
Box 451025
Las Vegas, NV 89154

Salutation
(You should refer to a person you
do not know by Mr., Mrs., Ms.,
Dr., etc.)

Dear Ms. Smith:

Body

Your introductory paragraph should refer to the article, author, and issue that you are responding to. For example: I am responding to the article "Insert article" by Joe Student in the November issue of CLASS! Publications. Or you may respond generally to the entire publications as a whole. For example: I would like to take this time to tell you how much I enjoyed the October issue of CLASS!.

This paragraph explains your opinion. In this paragraph you can state why you agree or disagree with the author's article or make a statement about the publications as a whole. For example: I disagree with Joe Student's article because... You can add more paragraphs further explaining your opinion, if needed.

Closing Sincerely,

Signature *Jane Jones*

Printed Name
(include your title or grade)
(include your school or company)

Jane Jones, senior
Desert Rose High School