



Template - Letter to the Editor (LTE) (Updated July 31, 2024)

Letters to the editor (LTE) are one of the most widely read sections of the paper. Not only do members of Congress and their staff closely monitor LTEs, but so do the general public, newspaper editors and reporters, and other opinion leaders. An LTE that speaks to a broader audience, and underscores AmeriCorps' vital importance to the local community, is a great way to get your legislator's attention and garner more public support.

For additional support, check out our toolkit, "[Tips for Writing a Letter to the Editor](#)."

Below is an LTE template that you can customize with your story or insights:

[Note: we recommend you look at the LTEs in the paper you are targeting to get a flavor for the types of letters they publish. Also, be sure to check the paper's Letter instructions, especially word length guidance.]

Subject: Congress' AmeriCorps Cuts Would Devastate [City or State/Program Name]

Dear Editor,

Thousands of people in our community [city/state] rely on the critical services of AmeriCorps members, who are the "people power" behind many of our nonprofit and faith-based organizations – including [x, y, and z.]

Yet today, these services are in serious jeopardy as the U.S. House of Representatives is proposing to eliminate AmeriCorps. This would devastate our ability to ... [a couple of sentences of details and why it is important].

We should do everything in our power to make sure these cuts are not exacted. I urge our Congressional delegation [you can name your Senators and the Rep. in paper's district] to protect funding for AmeriCorps so that AmeriCorps members can continue to make a positive impact in our community. With the explosion of needs in our country [community/city/state], we should strengthen and grow AmeriCorps, not put it on the chopping block.

Name

City, State

Email

Phone number

[Some outlets may also ask for your title and organization]