Sample Letter to the Editor (Newspaper or Publication)

General tips for writing a letter to the editor

* **Keep it brief**: A letter to the editor should ideally be no more than 300 words. Letters that exceed this length are less likely to be published or read in their entirety by the staff. However, this number does vary depending on the publication, so be sure to check.
* **Explain why the issue matters:** Publications often receive many letters and are therefore selective about what they publish. If you want to increase the likelihood of your letter being published, be sure to explain why the issue you are discussing deserves attention.
* **Be familiar with the publication you are writing to:** If you write a letter to a publication expressing concern about the lack of coverage on Darfur, but the publication is actually covering Darfur, it will be obvious that you have not been reading the publication. When writing letters to the editor, be sure that you are familiar with the publication.
* **Coordinate your letter writing with other people:** If a significant number of people write a letter about the same issue, it is most likely to elicit a response or editorial from the newspaper.

Here is a sample letter to the editor that can be used as a template for writing an individualized letter.

**LTE Template**

[Your Name]

[Address] | [Email] | [Phone Number]

[Date]

[Name of Publication or Newspaper]

[Address of Publication or Newspaper]

Dear Editor,

I am writing to express my utmost concern for the situation in Darfur, especially given the increasing possibility that the United States government will lift sanctions against Sudan, effectively rewarding and supporting a genocidal regime.

Sanctions were first imposed because of the Sudanese government’s role in supporting terrorist organizations as well as its involvement in genocidal attacks in Darfur. These sanctions were only to be lifted when Sudan ceased its support of terrorist groups and brought peace to Darfur, neither of which has occurred. Nevertheless, between now and October, President Trump is expected to review the position of sanctions. It is imperative that sanctions are kept in place, as lifting them will result in an economic gain for Sudan which will allow them to continue financing the Darfur genocide.

The situation in Darfur is already horrific; lifting sanctions will only serve to exacerbate the suffering of millions of people. The fact of the matter is that people are still being brutally attacked which often results in community displacement. Rape and sexual violence remain prevalent and are systematically used to terrorize girls and women. In addition, humanitarian assistance is often denied. And according to reports including those from Amnesty International, the Sudanese government has carried out more than 30 chemical weapon attacks since 2016.

Recently, the Sudanese government has created a false narrative stating that the Darfur genocide is a problem of the past. Not only is this statement false; it is incredibly harmful to the people of Darfur and only serves to further enable genocide.

It is crucial that our media no longer remains silent and returns to covering these atrocities and that our leaders manifest concern. Reporting on Darfur is critical to bringing attention and to mobilizing political action that may help save lives. Silence and lack of report aids the perpetrator. Remember, as humans, we have a moral and ethical obligation to speak up whenever and wherever acts of genocide occur.

Sincerely,

[Your Name]