



Appendix Three

Sample Letter to the Editor

A clear and concise Letter to the Editor consists of the following elements:

1. State your position for or against a subject or particular article in the news.
2. Make a clear argument and state one point of view or opinion.
3. Provide researched facts and details to substantiate your position.
4. Express your opinion passionately to influence and convince people.
5. Close with recommendation on how you think the subject should act.
6. Use appropriate formatting (e.g. double spaced, no more than 150 words).

Here are some guidelines from Washington Post about formatting and writing a good Letter to the Editor:

“We prefer letters that are fewer than 200 words and take as their starting point an article or other item appearing in The Post. They may not have been submitted to, posted to or published by any other media. They must include the writer's full name -- anonymous letters and letters written under pseudonyms will not be considered. For verification purposes, they must also include the writer's home address, e-mail address and telephone numbers. Writers should disclose any personal or financial interest in the subject matter of their letters.”¹

Below is a sample Letter to the Editor in published in The Brunswick News, dated, Sep. 28, 2016.²

Community will not tolerate hate crimes

On Saturday afternoon, someone drew a swastika on a poster outside of Ed Hose’s art studio located in the pier. As the rabbi of this community, I’m writing not to point out the egregiousness of this act, which your paper has already done in an article on the

¹ https://www.washingtonpost.com/opinions/letter-to-the-editor/?noredirect=on&utm_term=.a38f98f6beb9

² https://thebrunswicknews.com/opinion/letters_to_editor/community-will-not-tolerate-hate-crimes/article_83aab22a-39e2-5f36-bc75-e0a8066b7550.html

topic, but rather, to let you know how amazing our community is. While the vandalism of Saturday is certainly upsetting, the response has been extraordinary. Drawing a swastika, the symbol of the Nazi party and a symbol of evil, is a hate crime. I am mostly sure that whoever did this was some kid pulling a prank. I doubt the creator of that image is fully aware of what the swastika means or what it represents. Since last Saturday Ms. Hose has received an outpouring of support on her Facebook page and I believe in person as well. This event hurts all of us who are connected to the Jewish community and non Jews alike.

What is even more powerful than the pain of this act is the love with which it has been met. In the synagogue's 135-year history, there is only one other incident of anti-Semitism, when a high school student spray painted a swastika on the side of the synagogue. Then, just as now, it was an isolated event. Though painful and not forgotten, the memory of that moment is dulled against the vibrant backdrop of all the other beautiful moments here in the Golden Isles.

I am writing for another reason, not just to express my appreciation of our community. Like Ms. Hose said in an interview earlier this week, she is mostly sure this was not an intentional act of anti-Semitism. On the off chance that this was an open act of aggression towards Ms. Hose because she is Jewish or against Jews in general, an act of violence and an act of hate, I want the person who did this to know that such actions won't be tolerated by the broader Golden Isles community. While anyone who would hold such hatred in their heart for their fellow man and be so bigoted would not care that the local rabbi condemns their actions as unacceptable here, they may care to know that the Jewish community stands shoulder to shoulder, arm and arm with every other person here and will not be threatened or disrupted by any anti-Semitism. We are all one community, one family, all of us belonging to each other.

Your Name

Your Town and State