



Send your local paper regular progress updates or just a one-off letter.

Letter to the editor template

Created: 19 June 2008

This page is intended to act as a prompt to help you create your own personalised letters. You'll see more tips for writing successful letters in the letter text and on the right of the screen.

You can edit the text below - just use your mouse to select the text you want to change and type. When you have completed the letter to your satisfaction DELETE THIS (BLUE) TEXT and then click the "Create your document" button on the bottom of the screen.

If you are supporting a charity that has chosen to display their logo at the top of this page, their logo and their chosen text will automatically appear on the letter when you click the "Create your document" button.

INSERT YOUR NAME

INSERT YOUR ADDRESS

INSERT YOUR EMAIL ADDRESS

INSERT DATE

NAME OF FEATURES EDITOR

ADDRESS OF YOUR LOCAL NEWSPAPER

Over the next MONTH/FORTNIGHT/YEAR I am going to PROVIDE DETAILS OF YOUR ACTIVITY. TRY AND MAKE IT SOUND AS INTERESTING AS POSSIBLE!

I'm doing this because I'm passionate about the good work that my favourite good cause INSERT CAUSE NAME HERE does, and I'm looking to raise £ENTER AMOUNT for them in the process.

Your readers might be interested to know that NAME OF CAUSE is a charity which BRIEF DESCRIPTION. I'm going to be relying on the support of people from INSERT THE NAME OF YOUR LOCAL CITY/TOWN/VILLAGE without whom the NAME OF YOUR ACTIVITY could not be a success. If I reach my target, it will enable NAME OF YOUR CAUSE to TRY AND QUANTIFY WHAT YOUR DONATION WILL BUY, EG X [AMOUNT] OF Y, HELPING Z [AMOUNT] OF PEOPLE.

I am going to do my very best to reach my sponsorship target and I hope that readers might be inspired enough by my story to make a contribution to NAME OF YOUR CAUSE. Anyone who would like to support me can do so by logging on to INSERT THE URL OF YOUR ONLINE DONATION PAGE IF YOU HAVE ONE, OR THE ADDRESS OF THE CHARITY'S MAIN WEBSITE or by calling INSERT YOUR TELEPHONE NUMBER HERE.




I will keep you all posted on my progress!

Yours,

INSERT YOUR NAME

Create your document

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Top Tip!

Local papers are always interested in stories that affect the area their readers live in, so try and make your activity locally relevant if you can. They also like to cover original or zany events best!

Try and provide a picture with your letter if you can, or suggest a good time and place when a photographer could come along to your event.

Don't forget to provide details of the ways that people can donate to your cause every time you update the newspaper.

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