



Traditional Letter Format

Your address
Your city, state, zip code
Today's date: October 1, 2012
(not 10/1/12)

Name of person writing to
Name of media organization
Street address
City, State, Zip Code

Dear Editor (or Mr. Smith, Ms. Thomson),

When you write, first state why you are writing: *"I am writing in reference to the article by Elyse Chen on 9/29/12, 'Palestinians Provoked.'"* This information tells them which article you are addressing.

Explain the problem(s) with the article/broadcast: *"Chen claims that long lines at Israeli security checkpoints provoke Palestinian outrage, and she seems to accept violent Palestinian responses to the inconvenience."*

Be sure to back up your assertions with facts whenever possible: *"Chen neglects to tell her readers that prior to the 'second intifada' (starting in 2000), there were relatively few checkpoints. Israel was forced to build them only when waves of terrorists began murdering its citizens."*

Continue with the points you wish to make: *"Unfortunately, due to global terror, we now must stand in long lines at U.S. airports before boarding an airplane. We understand this to be a necessary security measure to help prevent terrorist attacks in our country. I am sure that Americans don't like standing in line any more than Palestinian Arabs, so please tell me, why does this inconvenience fail to provoke murderous attacks by Americans?"*

Be brief! Editors like to read short letters, preferably two-three paragraphs, 250-300 words. After you have made your points, you may wish to ask the news media to improve their reporting in the future. Then end your letter.

Sincerely,

Your signature
Your name spelled out
Your school name and grade