

# Letter to Editor for a Current Issue (Advanced)

## Organizer – Prewriting Guide

**Your Letter to the Editor will be about a current issue in Hawaii that you care about and would like to see changes.**

ISSUE (must be teacher approved): \_\_\_\_\_

Steps to write a letter to the editor about your ISSUE:

1. Explain the issue you are writing about as an introduction.

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2. Write a sentence or two identifying yourself and/or organization and your interest in the issue.

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3. Write one or two sentences of background information – why this is important.

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4. Write one or two sentences on your opinion about the issue.

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5. In one or two sentences, offer a solution and encourage readers, policy makers, etc. to take a specific action (i.e., contacting an elected official, voting a certain way, etc.)

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6. Assemble these sentences above to form the letter. Add transitions if needed.

7. Type the letter. **150 word minimum - 200 word Maximum!!!** Save the File....

8. Address it “Dear Editor”

9. Add your name, Mililani Middle School Kuponono 7 student.

Example...

Michael Oyama  
Mililani Middle School Kuponono 7

10. Proofread it. Type it out.