**Letter to the Editor**

A Few Tips

1. Keep the letter to 150 words max. Shorter letters are more likely to be printed.

2. Include your full contact information—full name, address, phone and email. This is necessary for the editor to contact you to confirm that you (not someone pretending to be you) wrote the letter before they publish.

3. After you e-mail your letter, follow it up with another e-mail or phone call that afternoon or the next morning to be sure they received it and to ask if (when!) they’ll be printing it.

**Sample Letter**

Dear Editor,

On May 18, 2018, America will celebrate the 13th annual international Endangered Species Day. Started in 2006 by the United States Congress, Endangered Species Day is a celebration of the nation’s wildlife and wild places. It recognizes the importance of endangered species and is an occasion to educate the public on how to protect them and to highlight endangered species success stories, including the recovery of the American bald eagle, the peregrine falcon, and the American alligator.

One reason for the nation’s success in protecting wildlife is the Endangered Species Act which has prevented the extinction of hundreds of species, including the gray wolf, the grizzly bear and the humpback whale. The Endangered Species Act provides a safety net for animals and plants on the brink of extinction.

(You can add something here about endangered species in your area or that you have seen.)

Endangered Species Day provides an opportunity to learn more about the wide variety of actions that we can take to help protect our nation’s wildlife, including building backyard wildlife habitat and supporting local efforts to clean up rivers, parks, and other natural areas.

I encourage everyone to do something to celebrate our nation’s commitment to protecting endangered species. Protecting America’s wildlife today is a legacy we leave to our children and grandchildren, so that all Americans can experience the rich variety of native species that helps to define our nation.

Sincerely,

Your Name

Your Address

Your Phone Number