SAMPLE LETTER TO THE EDITOR

Dear Editor:

(Paragraph 1: State who you are and why you’re writing.)
As a practicing architect and a concerned community resident, I urge the Department of Public Works to install a sidewalk along Busy Road between the public high school and the shopping center.

(Paragraph 2: Explain the issue in the most persuasive terms possible.)
Currently, walking along Busy Road is a dangerous enterprise, but many people risk it because they have no other choice. Ten pedestrians were injured last year and five were killed, including three children.

(Paragraph 3: Explain your solution or opinion.)
Installing sidewalks would allow people to walk more safely. Students could walk from the high school to their jobs after school at the shopping center. People in the neighborhood could walk to the shops rather than driving a few blocks. We’d feel more like the neighborhood many of us grew up in, meeting each other face to face on the sidewalk instead of driving past insulated in our cars.

(Paragraph 4: State the action you would like to see.)
I urge all concerned citizens to come to the town council meeting on Thursday at 7:30 p.m. in the town hall to show their support for a sidewalk along Busy Road. Mayor Smith, the head of the Department of Public Works, and the entire planning commission are expected to attend. Let’s make our voices heard!

Sincerely,

(Include your signature.)

Jim Brown, AIA