Re: “Title of the Article” date of the article

[Interesting Title]

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[First & Last Name]  
[City, State]

**Assuming Your Letter Is an Online Submission**

**Body**

* 1 to 3 paragraphs
* 200 words Max

**Closing**

* State - only if not a local newspaper
* Phone # - only if requested by the newspaper
* E-mail - only if it is not a required submission field
* **Note**

Four our classroom purposes, you only need your first and last name on the first line and the city on the second.

[Word Count]

[Article Title]

[URL]

**Writing Tips**

* This is a personal letter, so 1st person is acceptable.
* Using 2nd person is simply not good writing.
* The letter should be about your opinion about the topic that the author wrote about; it is not an attack on the author himself.
* Substantiate your claims. Give examples.
* Aim between 150-200 words.
* Don’t be trite. Use good writing English.