

## E-mail Letter Format

**To:** [letters@media.organization.com](mailto:letters@media.organization.com) [Find this information on the news media's Web site.]

**Cc:** [publisher@media.organization.com](mailto:publisher@media.organization.com) [Find this information on the news media's Web site.]

**Subject:** **Headline of article you are writing about OR Topic and Date of broadcast** (i.e. "Palestinians Provoked" reported by Elyse Chen in *Oshkosh Daily News*)

**Since you referred to the problem article or broadcast in the subject line, you can begin with the problem:**

*"Chen claims that long lines at Israeli security checkpoints provoke Palestinian outrage, and she seems to accept violent Palestinian responses to the inconvenience."*

**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'm 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, maximum 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 full name spelled out  
Your school name and grade  
Your street address  
Your city, state and zip code  
Your phone number  
Your e-mail address