

## How do you write a letter to the editor?

- **Open the letter with a simple salutation.**  
Don't worry if you don't know the editor's name. A simple "To the Editor of the Daily Sun," or just "To the Editor:" is sufficient. If you have the editor's name, however, you should use it to increase the possibilities of your letter being read.
- **Grab the reader's attention immediately and explain what the letter is all about.**  
See Centers for Medicare Services PDF on nursing home statistics in your area here <https://www.cdc.gov/nchs/data/hus/2015/092.pdf> . Start off with a quote on how many residents are in your state's nursing home and the portion of those affected by the small government stipend. For example, you can see by the PDF that there are 33,900 nursing home residents in the state of Georgia and we know that national average of Medicaid recipients is 65%. A good opening statement might be *"Do you realize there are almost 34,000 nursing home residents in our state and approximately 22,100 (65%) of those are receiving a small stipend each month? Do you know we've heard stories of residents choosing between keeping their cell phone on and buying new clothes?"*  
Your opening sentence is very important. It should tell readers what you're writing about, and make them want to read more.
- **Throughout your letter, remember the rule:**  
Be quick,  
Be concise, and then  
Be quiet.
- **Explain why the issue is important.**  
Explain the issue and its importance simply. Use plain language that most people will understand. "This is an important issue because our seniors are going without the basics that make life worth living"
- Sign your letter and follow the newspaper, magazine, etc specific instructions for how to mail, fax or email and what contact information they require for publication

## Our Sample Letter to the Editor

### **To the Editor**

*There are almost 34,000 nursing home residents in our state and approximately 22,100 (65%) of those are receiving a small stipend each month to pay for everything from haircuts to new shoes. Time and time again we've heard stories of residents choosing between keeping their cell phone on and buying new clothes. The residents are giving up their pets and skipping haircuts to save a little money for a splurge like a pizza.*

*There is a 12-year old girl, Ruby Kate Chitsey, who is changing lives for our institutionalized seniors in America. She has a Kid Board that consists of youth activists that not only highlight the plight of our seniors, but also show us what we can do to change their lives for the better. You read all about their progress and activism here at <https://www.facebook.com/3wishesforrubysresidents> . We CAN do better. Let's end the apathy in our state and in America towards our seniors and begin a dialogue that both recognizes the substantial existence of institutionalized elders among us and opens our eyes to ways we can be more involved. I urge readers to contact policy makers, politicians and influencers and ask them to help increase the monthly stipend affecting our nursing home residents. The world needs more "Ruby's". Can you be one for the sake of our most underrepresented population in the state?*

*Sincerely,*

*Your name, title, etc.*