

**Letter to the Editor:
Basic Template (Emphasizes HTF)**

To the Editor:

Provide context here: Make sure your response is done in a timely manner, and that this reflects why your response is relevant in light of the original article – also make sure the message is broad enough to catch the attention of most of the readers. The introduction should resonate. Ex.: We are all faced with tough choices in today’s economy, and in a climate where people are frequently losing their homes, attention to affordable housing in [city/county] is critical.

State your place here: What are you trying to say? Why should people listen? Make sure to include key messages; ex.: the \$200 million investment for the Housing Trust Fund should be approved because it should be possible for working people to afford housing and still have enough money for the basics, like groceries, gas, and child care, and this money will allow for that to happen.

Give more body here: How can you personalize the story? How can people help? For instance, if you know someone who has benefitted from the Housing Trust Fund, briefly mention how they have been helped. Or, state how [your community] has improved because of [local development]. Use this to argue why the financing for the Housing Trust Fund should be supported.

Provide a closing remark here: The Housing Trust Fund helps those in need and is a vital asset for [your community]. Make sure the letter is a total of 200 words or less

Closing,
Your name here
Title, Name of Organization
Address
City, State, Zip
Phone
Website (if one can be provided)