

November 8, 2013

## LETTER TO THE EDITOR TEMPLATE



livepcgivepc.org

Project of: PARK CITY  
COMMUNITY FOUNDATION

A great way to spread the word about Live PC Give PC is to send a short note to the Park Record or any local publication. Many papers will publish these in their “Letters to the Editor” section. It is a great opportunity to help us reach our goal of a community where every citizen supports nonprofit organizations. You can link to Park Record’s Letter to the Editor submission page here: <http://www.parkrecord.com/writealetter>. A few things to keep in mind when submitting a letter to the editor:

- **Submit anytime, but no later than Monday, 11.4.13.** Include your name and daytime phone number.
- **Personalize It!** Use this as a guide, but make sure you delete/add to make it unique.
- **Keep the letter short.** Short letters are more likely to be printed. Letters to the editor are usually no more than 150-200 words. The Park Record limits Letter to the Editor to 300 words and Guest Editorials to 600 words.
- **Follow up.** Especially with smaller papers, it will often help to call the person responsible for the letters-to-the-editor after you mail it. If they can connect a real person with the letter, they are much more likely to print it. To reach Nan Noaker, Editor of the Park Record, call 649-9014.

### Sample Letter to the Editor

We have a good life here in Park City.

Every day, nonprofit organizations enrich our lives and the lives of our fellow community members. Think about your day – maybe it starts on a favorite trail with your adopted dog. Or maybe you drop your children off at school or at a camp – supported by donor dollars and nonprofit organizations. What is your favorite place to bring an out-of-town guest? Is it a museum, a concert, a festival? Who helps make that possible?

On November 8, 2013 Park City Community Foundation and all nonprofit organizations are inviting you to support the community, organizations, services, events, people, and places that you love. On this single day, they are asking everyone to visit [www.livepcgivepc.org](http://www.livepcgivepc.org) and support the organizations that make our lives vibrant and uniquely Park City.

One 11. 8.13 I’m going to support the community that I want to live in – one that cares for families in crisis and one that gives every child the opportunity to live to his or her potential. And my support might just be doubled – through matching and challenge grants.

I urge every community member to join the fun and support his or her favorite organizations on this special day. Visit [www.livepcgivepc.org](http://www.livepcgivepc.org) to learn more.

{ Name }

{ Title }

{ Organization }

{ Work/Cell Phone Number }