



LETTER TO THE EDITOR (LTE) GUIDE

How To Use This Guide

This guide will illustrate how to craft a letter to the editor (LTE), based on the steep cuts lawmakers plan to make to the state budget, as well as options to raise revenues and avert the cuts.

In the below examples, the author is in support of commonsense options to raise revenues because Georgia's budget should be able to fund critical priorities, like health and education. These examples will help you talk to your community broadly through your publication of record about the issues you're passionate about and want to see to fruition. They are meant as a suggestion and can be used as a template.

LTE/Op-Ed Guide

Why Write a Letter? How Do I Write a Letter?

A letter to the editor of your local newspaper is an excellent way to make your voice heard regarding your support for voting rights or any other issue in Georgia. Letters to the editor are short (ideally 250-300 words), simple and, whenever possible, reflect your personal reasons for supporting new revenues, whether you or a loved one would benefit, your religious/moral views align with the bill, or the bill affects you as a taxpayer.

Examples

Letter Example 1

To The Editor:

The Georgia General Assembly will soon be finalizing the Georgia budget, which this year includes steep cuts to health, education and safety net programs. As Georgians try to recover from COVID-19 and its economic effects, these cuts will only exacerbate problems in our state.

[Personal Story about how one of these areas affects you or your community]



Thankfully, there is an option to help avert cuts. Lawmakers should raise new revenues by lifting the tobacco tax to the national average, evaluating and trimming back special-interest tax breaks and eliminating the “double deduction,” a loophole that only benefits Georgia’s top earners. By raising revenues, our state leaders can help fund recovery for every Georgian.

Your Name

Your Title or Occupation (if applicable)

Your City/Town

Letter Example 2

To The Editor:

The Legislature is working on finalizing the Georgia budget for Fiscal Year 2021, which begins on July 1, 2020. This year’s budget currently includes steep cuts to important programs and services, such as K-12 education, health care and programs to help families with low incomes.

Our budget is already underfunded; in fact, funding per person has still not reached pre-Recession levels. Low levels of investment have only made Georgians—especially Black Georgians and Georgians with low incomes—more vulnerable to COVID-19. These cuts will create new problems as Georgians try to recover.

Georgia lawmakers do have another option. By raising new revenues, our state can fund recovery and, eventually, prosperity for every Georgian. Lawmakers should raise the tobacco tax to the national average, evaluate and trim back special-interest tax breaks and eliminate Georgia’s “double deduction” loophole that benefits only Georgia’s top earners in order to avert budget cuts and help our state recover.

Your Name

Your Title or Occupation (if applicable)

Your City/Town

How Do I Send a Letter? To Whom Can I Send a Letter?

You can send a letter via U.S. Mail or via email. If you send it via mail, address it to your newspaper of choice. If you send it via email, please put LETTER TO THE EDITOR in the subject line.



In the body of the email you may write: *Hello, I am writing to submit a letter to the editor regarding the importance of simplifying Georgia's voting processes. The letter is attached and below for your consideration.*

Thank you,

Your Name

Your Title or Occupation (if applicable)

Your City/State Your Phone Number

****PASTE LETTER BELOW****

You may send a letter to any newspaper in Georgia. Contact information is often available on a newspaper's website.