**Sample Letter to the Editor**

*The “Letters to the Editor” section is one of the best-read parts of your newspaper. In a short cover memo, tell the editor you’d like your letter to be considered for publication in the “Letters to the Editor” section of your newspaper. Send your request at least two weeks in advance of your requested publication date. Use the sample letter to let readers know it’s School Board Recognition Month and to send a positive message about public education and your district’s accomplishments. Ask a parent, booster, or business partner to sign the letter.*

**Date**

Dear Editor:

The month of January marks the annual observance of School Board Recognition Month—a time to salute the important role and dedication of board members in their volunteer work and celebrate public education.

In **(your district’s name),** school board members must develop policies and make tough decisions on complex educational and social issues impacting the entire community. They bear responsibility for an annual budget of $\_\_\_\_\_\_\_\_ million, \_\_\_\_\_\_\_\_ students, \_\_\_\_\_\_\_\_ employees and \_\_\_\_\_\_\_\_ buildings. They carry out the truest form of representative government in our democracy — volunteer public service — and they preserve the core of our democratic land, public education.

We don’t always recognize the dedication and hard work of these public servants elected to represent us and the interest of our children. Invite them out for coffee. Ask how you might help support your local neighborhood schools. Drop off cookies at January’s board meeting. Write your school board members a thank you note. Let them know you appreciate what they do for kids in **(your district’s name).**

The men and women serving **(school district’s name)** and their years of service are: **(list names of board members and years of service)**

Sincerely,

(Name)

(Name of School District)