Instructions on preparing a Letter to the Editor

1. **Read an issue of the local paper** you would like to get published in. Most publications include the editor's name and information on how to submit a letter.

2. **Here are some ideas for topics to focus on:**

Note: The letter should always come from the person sending it.

• One of the most beneficial things a host family can do is write about their experiences as host parents, thank the school and community, and encourage new families to host. They will set an example for people to follow in their footsteps.

• Letters of reflection work as well, to demonstrate how much a student has contributed to the community and how wonderful it was to have the student become a part of the family.

• Thank schools, community-based organizations, or the entire community in general for everything they did to set out the welcome mat throughout the year.

3. **Letters should be kept as short as possible.** Use other letters that the newspaper publishes as a guide. Please include a line or two about AFS that fits with the theme of the letter. In order to be published, the person writing the letter must include his/her contact information. Be sure to include name, address, phone, and email with the letter because many publications will contact you before printing it to verify that you sent the letter. Every letter should be different and personal.

4. **After the signature** at the bottom of the letter, please include a brief explanation of AFS. For example: If you are interested in hosting an AFS Exchange Student or studying abroad, please call (local contact name) at (phone) or visit www.afsusa.org.

5. **Read all about AFS in the paper!** And be sure to share the letter with us at marketing@afsusa.org.