**Example Letter to the Editor**

A letter to the editor (LTE) is a letter sent to a publication about an issue of concern to the reader. Community foundations can use LTEs to get the word out about the LCF+ Incentive Program.

**Pointers:**

* Stay within the Editor’s word count (usually, 250 words at most).
* Identify a central theme, such as gratitude, community development, fundraising, etc.
* Create pillars to support this theme through:
	+ Data points
	+ Milestones
	+ Accomplishments
	+ Grants awarded
* Subtly include your community foundation’s website, email address, or phone number. Include at least one point of contact, but not all three.
* Include a closing to summarize your thoughts.

[Insert Logo]

[Local Community Foundation]

[X] Word Count

Author: [First Name, Last Name], [Board Title], [Local Community Foundation]

Title for LTE: Strengthening [Community]’s Future: Support for [Local Community Foundation]’s Endowment Fundraising Campaign [or tailor to theme]

I want to share some exciting news from [local community foundation], of which I am proud to serve as [board title]. Since [year], [local community foundation] has played a crucial role in addressing the needs of our community, such as granting $[x] to local nonprofits. So, I am thrilled to announce a new campaign to increase our impact.

Over the next five years, [local community foundation] is embarking on an endowment fundraising campaign. The success of this endeavor will enhance our ability to support [community]’s evolving needs in the years to come. [Local community foundation] has been a driving force behind [community projects and initiatives]. However, with a more substantial endowment, we can do even more.

In 2024, we aim to raise $[x] for our endowment. What makes this initiative even more remarkable is the partnership with the Montana Community Foundation, which has pledged to contribute $5,000 for grants or other community needs if we reach our goal.

I urge our community members to join together to support [community foundation]’s fundraising campaign. Together, we can build a stronger foundation for [community], ensuring our community has the resources it needs in the future. To learn more and support these efforts, go to [website] or reach out at [email address or phone number].

Warm Regards,

[Name], [Board Title]