

Napa Valley **Community** FOUNDATION

Tips for writing a Letter to the Editor about a grant

1. Keep the letter short—no more than 150 words—and pithy. Consider asking a Board member or client to author the letter.
2. Start with a statement like: “thanks to a grant from the ____ Fund of Napa Valley Community Foundation,” and follow up by talking briefly about your organization and/or program’s accomplishments. Include information about Napa Valley Community Foundation, if appropriate, like one of the following:
 - *For nearly 25 years, Napa Valley Community Foundation has served as the philanthropic partner to hundreds of individuals, families, nonprofit agencies and corporations in Napa County.*
 - *From American Canyon to Calistoga, Napa Valley Community Foundation has distributed more than \$40 million in grants since it was founded in 1994.*
 - *In 2016, Napa Valley Community Foundation made 356 grants to 196 nonprofits and public institutions totaling \$2.6 million.*
3. Follow up with a few supporting fact-laden sentences that make your case. Tell a story about a client and/or program that was funded, if appropriate.
4. Be sure to include your name, position, organization, address, email, and cell phone number. The editors must easily be able to reach you to verify your submission.

Sample format for the letter:

[Date]

[Name of Newspaper]

[Attn: Letters to the Editor]

[Mailing Address]

[City, State, ZIP Code]

Dear Editor:

Body of letter with three to four short paragraphs.

Sincerely,

[your name]

[your school name]

[your address]

[your phone number]

[your e-mail address]