



SAMPLE LETTER TO THE EDITOR

Date

Dear Editor:

TIP: Find out what the paper's word limit requirement is. Many publications limit letters to 100-300 words. This letter is 135 words.

[April is Sexual Assault awareness month/October is domestic violence awareness month]. Now is the time for employers to say #NOMORE to domestic and sexual violence in their workplaces and in our community.

Domestic and sexual violence impact workplaces in many ways. Victims often fear for their safety while at work or miss work due to trauma or injuries. Studies show that perpetrators often use work time and resources to pressure or threaten victims.

We invite community businesses to speak out against domestic and sexual violence. [Agency name] has videos and interactive trainings about how employers can start conversations in the workplace to prevent domestic and sexual violence and about how to support victims. Contact [title/name] at (xxx)-xxx-xxxx or name@email.org to schedule a free training. To learn more about free workplace trainings visit speakout.odvn.org.

Sincerely,

Name

Title

Agency