**Final Draft and Send Off - DUE by the end of the period**

Do the following:

1. Edit, Revise, Spell and Grammar check your final Letter
2. Find out *where* to send your letter to the editor
   1. There is often a specific email address you will need to send your letter to. You can find this by doing the following in Google:
      1. write the name of your newspaper’s website, put in a colon, then type **Letter to the Editor**
      2. Example: www.pressdemocrat.com:Letter to the Editor
      3. This should give you a website that will have the requirements for sending your letter to that newspaper. Check for the email address you will send your letter to, and any specific information they want you to include in your email.
3. Email your letter to the editor of the newspaper you have chosen, CCing Miss Liz

A) Type/Copy+Paste the email address you need to send your letter to

B) Click the “CC” section of the email (should be below the email address you just typed). Write

in my email address: [edeichler.ahs@wscuhsd.k12.ca.us](mailto:edeichler.ahs@wscuhsd.k12.ca.us)

C) Give your email the subject “Letter to the Editor: [Your article’s title]

D) If requested on the website (check!) type your name and address first.

E) Copy+Paste your letter into the email. Include the title. Do not include a MLA heading.

F) Send!

***Note: If you do not CC me, your letter will not be considered on time.***

***If you do not follow all formatting instruction in step 3, you will receive a 10% deduction.***

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