**Communication Training for Comprehensive Cancer Control Professionals 101**

**Letter to the Editor**

**Template** and **Example**

**How to use this template and example:**

This letter to the editor template and example is intended for use in tandem with the [*Communication Training for Comprehensive Cancer Control Professionals 101: Media Planning and Media Relations*](http://gwcehp.learnercommunity.com/cancer-institute) and can be downloaded in Microsoft Word format from within the course. Placeholders and guidelines for completing the template are written in **blue**. Users can write over these as they go along. An example letter to the editor is provided on the right for comparison. By the end, the left side will be ready for publication.



Permission is granted to use this template for non-commercial and U.S. government purposes only.

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[[1]](#endnote-1)*[[2]](#endnote-2)*

*Letter to the Editor Template:* Adapted from the Institute for Healthcare Improvement’s [Letter to the Editor Guide](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CB4QFjAA&url=http%3A%2F%2Fwww.ihi.org%2Feducation%2Fihiopenschool%2Fresources%2Fdocuments%2Fihiopenschoollettertotheeditorguide.doc&ei=jYqRVea3Noqx-AHoxJ84&usg=AFQjCNHp2nnnKZ4zMeH284skviZSqz7sBA&sig2=HzNoCjNQOxGOUG2c-owetA)1

[Title of your letter or title of related article that appeared in the paper or magazine and the date it was printed]

To the Editor:

[Explain why the issue is important in the first paragraph and include statistics to back up your claim]

[Include personal experience and opinion]

[Your name]

[Title]

[City, State, Date]

[Contact information]

*Letter to the Editor Example:* Adapted from the Institute for Healthcare Improvement’s [Letter to the Editor Guide](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CB4QFjAA&url=http%3A%2F%2Fwww.ihi.org%2Feducation%2Fihiopenschool%2Fresources%2Fdocuments%2Fihiopenschoollettertotheeditorguide.doc&ei=jYqRVea3Noqx-AHoxJ84&usg=AFQjCNHp2nnnKZ4zMeH284skviZSqz7sBA&sig2=HzNoCjNQOxGOUG2c-owetA)1

RE: Government Reports Criticize Health Care System

<http://www.nytimes.com/2009/05/07/us/07care.html>, 5/6/09

To the Editor:

Errors and quality deficits contribute to nearly 100,000 deaths in this country a year. According to Mr. Sack, two recent government reports showed that progress improving quality of health care and narrowing health disparities among ethnic groups remains slow, and that patient safety may be actually declining.

Mr. Sack argues that even though there has been some progress, the health care system is not closing the quality chasm that persists. According to the report, one out of every seven hospitalized adults on Medicare experienced at least one adverse event.

Increasing data suggests that health professions students are not taught the principles of quality improvement and patient safety early in their training. Our state comprehensive cancer control coalition is looking to change that. Our goal is to partner with local schools and community organizations to educate the next generation of health care workers, patient navigators and community health workers to be change agents in improving quality and patient safety. We’re talking about skills like quality improvement, patient safety, teamwork, leadership, and patient-centered care. A new generation of health care providers, equipped with essential skills in quality and patient safety, is the key to better care for our patients.

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1. [↑](#endnote-ref-1)
2. 1 Institute for Healthcare Improvement. Letter to the Editor Guide. Accessed June 29, 2015. <https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CB4QFjAA&url=http%3A%2F%2Fwww.ihi.org%2Feducation%2Fihiopenschool%2Fresources%2Fdocuments%2Fihiopenschoollettertotheeditorguide.doc&ei=jYqRVea3Noqx-AHoxJ84&usg=AFQjCNHp2nnnKZ4zMeH284skviZSqz7sBA&sig2=HzNoCjNQOxGOUG2c-owetA> [↑](#endnote-ref-2)