



First sample: a letter that responds to a piece that we like.

[Date]

To the editor:

Kudos to the [newspaper name here] for an insightful piece ("[insert headline here]," [insert date here]) on [no more than 10 more words on the key pooling issue you want to highlight].

In particular, your piece highlighted one important fact about risk pools that taxpayers should know: [insert one brief sentence here.]

Pools are an American success story. Created to help reduce and stabilize public entities' long-term insurance costs and ensure access to essential coverage and service, they have thrived, sustaining excellent financial performance, generating coverage innovations, and helping focus public entities on risk management as an operational priority. Even better, they have become models of public-sector service in intergovernmental collaboration.

Sincerely,

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Second sample: a letter that responds to a piece that we dislike.

[Date]

To the editor:

I read with [interest? Concern? Dismay?] your recent piece ("[insert headline here]," [insert date here]) on [no more than 10 more words on the key pooling issue you want to highlight].

Your piece [erred? Missed a key nuance?] in asserting that [insert one brief clause here to highlight one matter you want to correct – 15-20 words tops.] In fact, [brief correction goes here – 15-20 words tops].

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Sincerely,