



TIPS for Letters to the Editor

- Think about your objective and what you want to say before you begin to write.
- Find out the newspaper's word limit before submitting (usually 100-250 words is best).
- Begin the letter with one sentence explaining why you chose to write—it is best if your letter is timely and in response to another letter, an editorial, or a news story.
- Your letter is more likely to get published if it says something in a new way or from a unique angle.
- Explain why the issue is important to you—mention your motivation or expertise.
- Include accurate facts to back up your position, but not too many.
- Stay on topic—the more focused your message is on a particular topic, the more likely it is to be published.
- Make sure your letter fits the newspaper's criteria, tone, and audience.
- Be polite and don't argue with previous writers. Be positive.
- Repeating inaccuracies from the article/letter you're responding to only reinforces them—only state your own points.
- End with a clear conclusion or call to action.
- Include your name, address, phone number and email address.
- If your letter is published, send a copy to the office of your elected official, to others you want to influence, and to your allied organizations.
- Send the letter to multiple publications (but not if the newspaper's guidelines say you can't).
- Thank the editor if your letter is published.