

Tips for Writing a Letter to the Editor

What are the guidelines for writing a letter?

- Keep your letter short – Check the letter specifications of the newspaper to which you are writing. Length and format requirements vary from paper to paper.
- Try to stick to one topic (about a current issue or event).
- Make one point (or at most two) in your letter.
- State the point clearly, ideally in the first sentence.
- Make your letter timely. If you are not addressing a specific article, editorial or letter that recently appeared in the paper you are writing to, then try to tie the issue you want to write about to a recent event.
- Familiarize yourself with the coverage and editorial position of the paper to which you are writing. Refute or support specific statements, address relevant facts that are ignored, but do avoid blanket attacks on the media in general or the newspaper in particular.
- Sign your letters as an individual or representative of a state/local/community group.

When will my letter be published?

- Letters are published as quickly as possible.
- There is no set schedule for publishing letters.
- Editors must verify the writer's name, address, etc., before a letter can be published.