Writing a letter to the editor is a great way to let people in your community know about issues or programs that are important. You can also be sure that policymakers and elected officials regularly scan the letters section of their local paper to determine what their constituents are feeling. The following tips are designed with the goal of writing and publishing a Letter to the Editor.

**IDENTIFY NEWSPAPER CONTACT INFORMATION**

Select media organizations that best connect the written message to the intended audience. Keep a list on hand and circulate the list to others advocating for or against an issue. Locate the appropriate contact information for the news outlet, including the physical and email addresses for submitting a Letter to the Editor.

**ADDRESS YOUR LETTER PROPERLY**

Many editors like to call and confirm that a letter to be published is written by the person whose name is attached. Be sure to include your name, address, and daytime phone number.

**MAKE YOUR POINT IMMEDIATELY**

Express your most important point in the first paragraph. Be factual. Remember to write as if the readers know nothing about your topic.

**BE BRIEF**

Your letter should be between 100 and 250 words in length. Limit the number of points you make and stay focused on the subject. The shorter it is, the more likely it is to be published.

**TIME YOUR LETTER APPROPRIATELY**

Your topic should be relevant to current events and issues. A paper is more likely to print your letter if you are responding to a recent article or if you are writing about a timely issue.

**DON’T BE DISAPPOINTED**

Not all letter received can be published. Many newspapers are reluctant to print letters by someone who writes and submits for publication too frequently. If you have recently had a letter published but have another issue or article to address, consider asking a friend or colleague to write and submit a letter for publication.