



## Tips for Letters-to-the-editor

Most newspapers publish the criteria they require. Check the website. The points below apply in most cases.

- Letters must be brief. 150 words is a typical word count.
- Don't send your letter to more than one outlet unless you have been told it won't be used. Then you can go to the next one on your list.
- Letters should refer to an article published within the past seven days.
- Include your name, title, address, email address and a phone number where you can be reached during the day at the top of your letter. Editors need to verify your identity before publication. Only your name and city will be published.
- Grab the reader's attention. The opening sentence should tell readers the topic of your letter and engage them so they will continue reading.
- Explain your point and its relevance simply. Use plain language that most people will understand.
- Keep your letter focused on one subject only.