

How to Write a Letter to the Editor

Have a clear topic that is your focus. Think about whom you are writing to and how can you most effectively get them to take action.

1. Introduction: lead in to the issue; hook your audience with something that makes them want them to read your letter. Identify and aim to develop a position on a specific topic.

2. Body text: cover all relevant points/facts, but remember you may only have 200-250 words. Determine your key issue. Make sure your letter addresses the key issue and does not sidetrack to unrelated issues.

3. Summary and/or conclusion: provide a solution, a call to action and/or recommendation. Give the reader a next step.

Read & re-edit the letter if necessary.

* If your letter is not published, telephone the Editor to find out why it wasn't. Ask him/her for suggestions for improvements, and whether they would like another draft.