

## Tips for Writing a Letter to the Editor

- 1) Keep your letter short and to the point. Often editors want letters to be no longer than 250 words.
- 2) If possible, tie your letter to a recent news item in the paper. For example, “John Smith’s column on (insert date), entitled Cigarette Tax Hike Proposed, failed to address the impact the tax would have on local retailers.”
- 3) Address only one issue in your letter, and state your point in the first sentence. For example, “A tobacco tax increase is unfair and will hurt retailers.”
- 4) Use facts to support your position and avoid accusations or emotional arguments.
- 5) Include your contact information, so the newspaper can contact you with any questions. In most cases, if they print your letter, they will only include your name and town. Most papers will not print articles submitted without contact information.