



When writing a letter to the editor, remember to:

- **Keep your letter brief.** Most newspapers have limits on letter length, usually 200-250 words. If your letter is too long, the newspaper may edit it as they see fit.
- **Stay on topic.** Clearly state the subject of your letter. While your letter may touch on more than one issue, letters that are too confusing are often not chosen for publication.
- **Be constructive in your criticism.** It is okay to criticize public officials, other letter writers, and the publication, but keep your criticism constructive, and avoid being personal.
- **Letters should be timely,** so get on it right away!
- **Send your letter to several publications.** Your opinion may relate to issues being covered by more than one newspaper. This also increases the likelihood your letter will be printed.
- **Follow the instructions** for submitting your letter. Each publication's website should have instructions, and possibly more tips, for submitting your letter to the editor to them.