

Tip Sheet

Writing Letters to the Editor (LTEs)

1. Keep it short (half of one page) and address only one subject. Many newspapers have strict limits on the length of letters and have limited space to publish them. Keeping your letter brief will help assure that your important points are not cut out by the newspaper.
2. Send letters to weekly community newspapers. The smaller the newspaper's circulation, the easier it is to get your letter printed.
3. Be sure to include your contact information. Many newspapers will only print a letter to the editor after calling the author to verify his or her identity and address. Newspapers will not give out that information, and will usually only print your name and city should your letter be published.
4. Make references to previous articles in the newspaper. While some papers print general commentary, many will only print letters that refer to a specific article.
5. Here are some examples of easy ways to refer to articles in your opening sentence:
 - I was disappointed to see that The Post's May 18 editorial "School Vouchers Are Right On" omitted some of the key facts in the debate.
 - I strongly disagree with (author's name) narrow view on access to affordable healthcare. ("Name of Op-Ed," date).
 - I am deeply saddened to read that Governor Cuomo is working to roll back climate change initiatives. ("Title of Article," date)