



United Methodists Say No Casinos!

How to Write an Effective Letter to the Editor

Letters to the Editor are written by readers of a newspaper, magazine or additional source, on topics that are relevant to the publication's audience. These letters may address diverse topics such as state, local, or international events. Here are a few tips to help write the most effective letter to the editor.

- Letters are more likely to be published if it relates to a recent news topic
- Be creative and unique; but still with simplicity
- Write clear and concise—be aware of specific limitations noted on the editorial page of the publication (150-200 words)
- Letters should be typed, double spaced and professional
- It is not necessary to always intend for letters to published; if intended for publication, this should be stated before the main text
- Send the letter to the correct address
- If you are writing in response to a previous or specific publication it is essential to state this in the initial sentence by providing the title, the date of the publication in which you are responding to, and the page it appeared in the paper if applicable.
- Provide your full name, home address, and telephone number where you can be reached.
- Follow the guidelines under the submission form for the specific publication