

How to write a letter to the editor

1. Aim for 50-150 words. DO NOT write more than 200 words
2. Be punchy and to the point
3. Remember that we are the Church!
4. Avoid long quotes, acronyms or jargon. Ask yourself is the audience will understand what you are saying
5. Aim to persuade. Where can you find common ground with your audience?
6. Make it personal
7. Open the letter with a salutation. If you know the editor, use this name (Dear John). If you do not, just use "Dear editor" or "To the editor"
8. Use a leading sentence. Capture the reader's attention in the first sentence to keep them reading to the end.
9. Next, explain your letter's premise. Quickly and concisely detail your key point.
10. Address the importance of the issue. This might be clear to you as the writer, but you'll need to convince the reader to care about the issue and take action. Explain the issue clearly and use both formal and colloquial language that most readers will understand.
11. Use evidence from reputable sources to back up your claims. This can legitimize your point and convince readers.
12. State your final opinion and make recommendations for the reader to take action.
13. Sign and review
14. Email the letter to the newspaper or editor directly. Put the body of the letter in your email. DO NOT send it as an attachment.
15. Provide your contact information, including your profession if it is relevant.