

# LETTER TO THE EDITOR

Pro-Choice Washington - September 2021



## WHAT IS A LETTER TO THE EDITOR?

A letter to the editor (LTE) is a written method of speaking with newspaper, magazine, or other regularly printed publication. LTEs can take a position for or against an issue, or simply inform, or both. LTEs are usually short, between 150-200 words.

## WHY SHOULD I WRITE ONE?

As one of the most widely read sections of any printed publication, LTEs are a useful tool in raising awareness and sharing knowledge about a particular issue with the local community. LTEs can be an effective, persuasive way to compel key stakeholders such as elected officials and community members to action.



## 10 STEPS FOR SUCCESS

### Step 1: Start simply

Open the letter with a simple salutation. Don't worry if you don't know the editor's name. A simple "To the Editor of the Daily Sun," or just "To the Editor:" is sufficient. If you have the editor's name, however, you should use it.

### Step 2: Grab the reader's attention!

Write a persuasive opening hook to pull your reader in! Keep the story local, the readers are more interested in things happening in their own communities.



# 10 STEPS FOR SUCCESS

## Step 3: Write a strong, compelling, and argumentative sentence!

Identify your stance and maintain your position across the length of the piece. Taking a strong stance on the issue you are addressing will increase your chances of publication.

## Step 4: Include facts and stories!

While grounding your writing in facts is important, adding a personal touch, such as a personal anecdote, makes the piece more compelling to read and publish.

## Step 5: Explain why the issue is important - to you and to others!

Ensure that you relate the issue back to the local community or a current news event, so that they can understand its impact and importance.

## Step 6: Finish strong!

Close with a concrete action ask or a compelling closing statement! State your opinion about what should be done.



# 10 STEPS FOR SUCCESS

## Step 7: Don't forget to sign it!

Be sure to write your full name (and title, if relevant) and to include your address, phone number, and email address.

## Step 8: Edit ruthlessly!

Most LTEs should be less than 150 words. Make your point clearly and concisely.

## Step 9: Submit your letter to your local newspaper!

Make sure to check out our comprehensive of newspapers in Washington to find out the name of your local paper.

*Note: Each newspaper has a slightly different submission process. However, most will have a "Submit a Letter to the Editor" page where you can submit your final draft. You can also submit directly to the Editor's email - make sure you include your name, title, address, phone, and email.*

## Step 10: Once your letter is published- send it to Pro-Choice Washington!

We would love to share your amazing work. Send your published Letter to: [info@prochoicewashington.org](mailto:info@prochoicewashington.org). You may see it featured on our social!

