
ADVOCACY TOOLS

HOW TO WRITE A LETTER TO THE EDITOR

Letters to the editor are responses to either a current event or a recent article you read. They are a way for you to share your opinion to your community. Below are tips on how to write and submit a letter to the editor.

What to say

- Letters are more likely to be considered if they refer to a recent article or recent event. If you are referring to a recent article, state the date and headline.
- Familiarize yourself with talking points Education Voters provides on their website on various educational issues.
- Stick to the basic issue and be timely and local.

How to Say It

- Be brief and to the point. Your letter should be no more than 200-250 words, with no more than three paragraphs.
- Use 1-2 relevant facts when possible to support your point
- If responding to another author, do not attack your author in your letter. Instead present your argument by comparing and contrasting your views from the previous author.

Tips

- Include your name, address, email and phone number. The newspaper will contact you to confirm you are who you are.
- If your letter is published, wait a month before submitting another letter.

Sample Letter to the Editor

Dear Editor

I am writing in concern of recent budget cuts to public education. At my local school, full-day kindergarten was cut from full-day to half-day. This affected over 100 families in our area and I am sure it was the same in other districts. This puts a financial burden on my family that we were not anticipating. I am concerned about the loss of learning time and preparation for grade school with only half-day kindergarten; the kids will not be as far along as they would have been with full-day. I feel the state legislature needs to understand that education, especially early education, is an important and necessary investment in our community, our future workforce and our economy as a whole.

Sincerely,

Jane Smith

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