

Letter to the Editor (LTE) Sample

Letters to the editor (LTEs) are one of the most reliable ways to get your voice heard in any newspaper. With an LTE, you can respond to a recent article or issue covered by a newspaper - ideally, your letter should be written and submitted within 24 hours of the coverage that you're responding to. Letters to the editor can be written to shape public opinion about people, programs, or ideas, or just inform the public on a certain issue mentioned in a previous article. The larger the newspaper, the more competition there is for letters-to-the-editor space. This means your letter will need to stand out in order to get printed.

Tips on writing a successful LTE:

- Open the letter with a salutation. A simple "To the Editor of the [*outlet*]," or just "To the Editor:" is sufficient. If you have the editor's name, however, you should use it to increase the possibilities of your letter being read.
- Grab the reader's attention. Your opening sentence is very important. It should tell readers what you're writing about, and make them want to read more.
- Explain what the letter is responding to, and link to the article in reference.
- Make sure your most important points are stated in the first paragraph. Editors may need to cut parts of your letter and they usually do so from the bottom up.
- Throughout your letter, remember to be quick and concise. Don't make the editor or the general public wait to find out what you want to say. Tell them your key point at the beginning.
- Explain why the issue is important. If you are motivated enough to write a letter to a newspaper or magazine, the importance of your topic may seem clear to you. Remember, though, that the general public probably doesn't share your background or the interest. Explain the issue and its importance simply. Use plain language that most people will understand.
- Give evidence for any praise or criticism.
- State your opinion about what should be done.
- Keep it brief - under 300 words - and sign the letter.
- Editors may want to contact you, so include your phone number and email address.

Sample LTE responding to local Air Commission Recommendations: Please make sure to fill out the highlighted yellow section before submitting or sending your LTE.

Dear Editor,

The Veterans Affairs (VA) Department has recommended [**Name of your local facility**] be shuttered, a move that would deny local veterans their preferred choice in health care providers, cause significant layoffs, and force our heroes into a patchwork of for-profit, private care.

The recommendations will be reviewed by the Asset and Infrastructure Review (AIR) Commission, a board created by the 2018 VA MISSION Act to modernize, reinvest to expand, or close VA medical

facilities. Our union fully supports modernizing, improving and investing in the VA. But the VA's recommendations would privatize the VA in the name of profit, closing facilities like [Name of your local facility] that are desperately needed and hurting veteran care in the process.

[Name of your Congressperson and Senator] should do everything they can to stop the VA from moving forward with the closure. They owe to our community, our state and our veterans who have sacrificed so much for our country.

Sincerely,

Name

Organization

Email

Phone number