

How to Write a Letter to the Editor

1. Date your letter.
2. Specify when you would like it printed, if it is an event.
3. Address your letter to the editor.
4. Use a subject line that summarizes what you are writing about.
5. Keep it short, the longer it is the less likely it will be printed.
6. Stick to the facts as much as possible.
7. Make sure if you are expressing your opinion, you have the statistics, studies etc. to back it up.
8. Sign your name and give your address (Most won't print your letter unless you are part of the community).
9. Leave your phone number in case they have questions and need to get hold of you.
10. If you want your letter to be anonymous, still do 6 and 7 but ask that the letter be printed as anonymous.
11. Letters to the Editor are printed if space is available. Don't be surprised if it takes a couple of weeks to get it in. Letters are usually printed in the order they were received and always based on if space is available.
12. Letters to the editor can be emailed into your editor. Each paper usually has e mails listed of the staff. Make sure it is sent to the editor. Most of the time you should receive an e mail back with the editor telling you it was received and when it may be printed.
13. If you send your letter in the mail, make sure you address it to the editor of the newspaper so it will go where it needs to go once it is received by the newspaper.
14. Once your letter to the editor is printed, I would suggest following up with a thank you note either by email or mail to the editor letting them know you appreciated them printing your letter.
15. If you are writing about an event:
 1. Be careful how you word your letter.
 2. Make sure you list important information first in case your letter is edited. (Sometimes this is done because of space limitations).
 3. Purpose of the event, date, place and time are most important. Try to get this information in the very first paragraph.

Some Local News Papers (Every place is different, but most Papers have a 250 or 350 word limit)

Post Bulletin - Rochester

<https://www.postbulletin.com/opinion/opinion-guidelines>

New Record - Zumbrota and area

<https://zumbrota.com/contact>

the Beacon - Cannon Falls and area

https://www.cannonfallsbeacon.com/site/forms/online_services/letter_editor/

The Republican Eagle – Redwing area

<https://www.republicaneagle.com/site/contact.html>