cleanenergy.org
Southern Alliance for Clean Energy

Tips for Writing a Letter to the Editor

- Pick a topic you feel passionate about and incorporate a personal story if possible.
- Link your letter to an issue recently discussed in the publication for a better chance of getting published; cite the article you are writing about in the subject line of your submission email.
- Think of new ways to discuss the issue, provide new facts or data, or present unique solutions to the problem.
- Keep your tone positive, constructive and on an 8th grade reading level.
- Write concisely and accurately following the guidelines provided on the newspaper's opinion page; pay close attention to word limits (if applicable).
- Close with a short restatement of your position.
- Note that some newspapers specifically state that your letter cannot have been submitted to or published by any other media or Internet outlet.
- Sign/provide your name and include your phone number, email and address.
- Many papers require you to disclose your involvement, affiliations or relationship with the topic if applicable.
- Fax or e-mail your letter to the address listed for the publication or submit online if applicable.
- To send via email, cut and paste the text into the body of an email as most news organizations will not open e-mail attachments that could contain viruses.
- Expect a call verifying you as the author.
- Consider sending a copy of your published letter to your elected leaders along with a personal letter to emphasize how important the issue is to you.

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