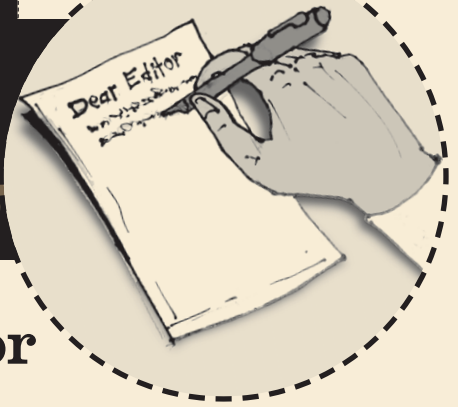


communicate

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facts editorial audience
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knowledge



How to Write a Letter to the Editor

Are you passionate about a particular issue? Are you upset with something you've read in the newspaper, or totally agree with a particular point of view and have something to share? Ever think about writing your thoughts down in a letter to the editor of a newspaper?

Writing a letter to the editor of a community or national newspaper is a powerful way for union members to get active, influence public debate and promote a progressive message on important issues that affect working people every day.

Individuals and organizations around the world compete for media space, particularly the letters to the editor page in newspapers and magazines – one of the most frequently read pages in print media. Most of the time submitting a letter to the editor is free and can easily be done by email.

**To have your letter published is an incredible accomplishment!
Wanna give it a shot? Here are a few tips that may come in handy:**

- 1 Be Brief.** Letters to the editor are typically 150 words or less, so be short, sweet and to the point!
- 2 Be Clear.** Don't mince words and do write to a broad audience. Stay away from technical jargon.
- 3 Be Polite.** Always remember: your target is the issue at hand, not the person who wrote it.
- 4 Check Your Facts.** Don't say things you can't back up... Be sure your facts are true and from reliable sources!
- 5 Speak From Experience.** First-hand knowledge and expertise is most important!
- 6 Don't Wait Too Long.** Timing is of the essence! Letters should be sent one or two days after publication.
- 7 Be Accountable.** Always sign your name and include a number where you can be reached or your letter will likely not get published... Don't be afraid to stand up for what you believe!

Need Help? Call 1-800-268-5763 (ext. 754) or email youth@caw.ca