

Tips on Writing Letters To the Editors



1. Read instructions provided. Most publications provide guidelines. Look over the first few pages of your publication for a set of suggestions and guidelines and follow them carefully.
2. Include your name, address, email address and phone number at the top of your letter. Editors often require this information because they will need to verify your identity. You can state that this information is not to be published. If you are responding to an article or letter, say so right away. Name the article in the first sentence of the body of your letter.
3. Be concise and focused. You will probably need to write several drafts of your letter to condense your message.
4. Limit your writing to two or three paragraphs. Try sticking to the following format:
In your first paragraph, introduce your problem and sum up your objection.
In the second paragraph, include a few sentences to support your view.
End with a great summary and a clever, punchy line.
5. Proof read your letter. Editors will ignore letters that contain bad grammar and poorly-written rants.
6. Submit your letter by email if the publication allows it. This format enables the editor to cut and paste your letter.

Tips

1. If you're responding to an article you've read, be prompt. Don't wait a few days or your topic will be old news.
2. If you don't want your name to be published, state so clearly. You can put any direction or request like this in a separate paragraph. For example, you can simple put "Please note: I do not want my full name to be published with this letter." If you are a minor, inform the editor of this as well.
3. Since your letter may be edited, you should get to the point early. Don't bury your point inside a lengthy argument. Don't appear to be overly emotional. You can avoid this by limiting your exclamation points. Also avoid insulting language.
4. Remember that short, concise letters sound confident. Long, wordy letters give the impression that you're trying too hard to make a point.

Letter to the Editor Links

Cape Gazette: Newsroom@CapeGazette.com
Delaware Coast Press: dcp@dmg.gannett.com
Delaware Wave: wave@dmg.gannett.com
Hoy en Delaware: news@hoyendelaware.com
Milford Beacon: editor@milfordbeacon.com
News Journal: letters@delawareonline.com

Coastal Point: darin.mccann@coastalpoint.com
Delaware State News: newsroom@newszap.com
Dover Post: editor@doverpost.com
Middletown Transcript: editor@middletowntranscript.com
Milford Chronicle: mc@newszap.com
Sussex Countian: editor@sussexcountian.com