



## Tips for Writing Letters to the Editor

Letters to the editor (LTE) are short opinion articles submitted to a newspaper by a reader. These are usually to educate the community, sway public opinion, or share how an event or issue impacted them. [Here's an example of one of our LTEs.](#)

Writing a letter to the editor is a great way to advocate for or against an issue, especially during North Dakota's legislative session. If you decide to write one, we have tips to help get yours published.

### Tips for Writing a Letter

- **Keep your letter to 250 words or less.** The paper will be more likely to publish it and readers more likely to read it. There may be specific submission guidelines from the newspaper. Check their website or contact the paper to ask for the rules before submitting a letter.
- **Create a hook.** Write a compelling first sentence to engage readers.
- **Personalize your letter.** Share a personal story or your connection to the issue.
- **Share your expertise and use facts.** You'll be more convincing if you have expertise on the issue or have facts to share, especially if it's data or information related to your own community.
- **Use plain language.** Keep the language simple. Imagine you're writing for someone who has never heard about the issue before.
- **Never use capital or bolded letters.** This looks like you're shouting at people.
- **Add a call to action.** Wrap up with a final statement or call to action for your community.
- **Speak on your own behalf.** Each League of Women Voters chapter has their own spokesperson, so please don't speak on behalf of the League. You will be most effective speaking as a member of your own community.

### Submit Your Letter

Find the newspaper editor's email or contact form for submitting your letter. Don't worry about making up a catchy subject line or title—the newspaper will write one based on your letter. Finally, send your letter in the body of the email, not as an attachment.

You did it!