

LETTERS TO THE EDITOR



A letter to the editor (or LTE) is a letter sent to a publication about issues of concern from its readers, intended for publication. LTEs can be written any time you want to shape public opinion and are a great way to increase awareness of the issues that you or your organization are working for, as well as to advocate for your cause.

Letters to the Editor are usually sent by email, you can find the email address online, typically publications' websites will have a section on LTEs and who to send them to.

HOW TO WRITE AN LTE

- 1 OPEN THE LETTER WITH A SIMPLE SALUTATION**

Don't worry if you don't know the editor's name. A simple "To the Editor of the Daily Sun," or just "To the Editor:" is sufficient. If you have the editor's name, however, you should use it to increase the possibilities of your letter being read.
- 2 GRAB THE READER'S ATTENTION & EXPLAIN WHAT THE LETTER IS ABOUT**

Your opening sentence is very important. It should tell readers what you're writing about, and make them want to read more.
- 3 EXPLAIN WHY THE ISSUE IS IMPORTANT**

If you are motivated enough to write a letter to a newspaper or magazine, the importance of your topic may seem clear to you. Remember, though, that the general public probably doesn't share your background or the interest. Explain the issue and its importance simply. Use plain language that most people will understand
- 4 STATE YOUR OPINION ABOUT WHAT SHOULD BE DONE**

You should use this as an opportunity to propose a solution to the issue you have outlined. You should be specific and refer for example to specific bills or legislation (if you want to support it) that has or will be filed.
- 5 KEEP IT BRIEF & SIGN YOUR LETTER**

Generally, shorter letters have a better chance of being published. So go back over your letter and see if anything can be cut or condensed. Be sure to write your full name (and title, if relevant) and to include your address, phone number, and e-mail address.

SAMPLE LTE

To The Editor,

A heat wave has again hit the Northeast, with potentially record-breaking temperatures in urban areas, causing dangerously poor air quality. With record floods during the winter and record heat during the summer, we are constantly reminded of why climate action is more pressing than ever, especially in a state like Massachusetts.

Burning fossil fuels releases the carbon dioxide that causes climate change. The same fuels, used in vehicles and power plants, yield other dangerous pollutants such as ground level ozone and particulates, which cause respiratory problems and disproportionately harm children, the elderly and those with pre-existing illnesses.

The impacts of climate change are already seen in our communities, and we can no longer wait to act on these issues. Carbon pollution pricing is a vital mechanism through which we can harness market forces to cut fossil fuel use, addressing both climate change and damage to human health.

That's why I call on the legislature to put a price on carbon this session. The Senate has already passed a bill that does so, S.2564. The House should join it, passing Representative Benson's bill, H.1726, and then a final bill should be sent to Governor Baker to sign.

Sincerely,

Michael Green

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