

# TIPS FOR WRITING A LETTER TO THE EDITOR

## Keep it brief

- Your letter should be 200 words or less.
- Focus your letter on one point. Don't bring up unrelated issues.
- Stick to your point. Do not repeat your opponent's arguments or take the myth/fact approach. Restating a contrary position only serves to put it in print once again.

## Make it local, personal, and original

- Newspapers care about what affects the people who buy their newspapers.
- Do not copy talking points or materials verbatim.
- Use your own voice and story.

## Make it timely

- Show how your issue will have a local impact or how it will affect you or your family.

- Relate your letter to an article or issue that has been printed recently.

## Include your contact information

- Papers will not print submissions that do not include a full name, address, phone number, and email (if you're submitting it online).

## Follow up

- Let us know when you submit a letter! Email [policy@oeffa.org](mailto:policy@oeffa.org).
- Make sure to call the newspaper. Ask if they received your letter and encourage them to print it.



## LETTER TO THE EDITOR SAMPLE TEMPLATE:

To the editor:

**Intro:** Your opening thought should draw people in – tell them why they should care. If possible, refer to a recently printed article from that publication, which will help increase your chances of being printed.

**Body:** Focus on just the one or two most important points you want to get across. Keep in mind the audience you are trying to identify with and the issues that are most important to them.

**Conclusion:** Explain what you think ought to be done. Be direct, so decision-makers now exactly what you are asking of them.

Sincerely,

[Your name]

[Your contact info]

## Contact Information for Major Ohio Newspapers

Akron Beacon Journal: [vop@thebeaconjournal.com](mailto:vop@thebeaconjournal.com), (330) 996-3512

Canton Repository: [letters@cantonrep.com](mailto:letters@cantonrep.com), (330) 580-8544

Cincinnati Enquirer: [letters@enquirer.com](mailto:letters@enquirer.com), (513) 768-8525

Cleveland PD: [www.cleveland.com/plaindealer/letter-to-editor/](http://www.cleveland.com/plaindealer/letter-to-editor/),

(216) 999-6153

Columbus Dispatch: [letters@dispatch.com](mailto:letters@dispatch.com), (614) 461-5072

Dayton Daily News: [www.daytondailynews.com/opinion/65916.html](http://www.daytondailynews.com/opinion/65916.html), (937) 225-2286

Toledo Blade: [letters@theblade.com](mailto:letters@theblade.com), (419) 724-6170

Youngstown Vindicator—[letters@vindy.com](mailto:letters@vindy.com), (330) 747-1471

Questions? [policy@oeffa.org](mailto:policy@oeffa.org), (614) 421-2022 Ext. 208