

Writing a Letter to the Editor

One important tool for getting your story and issue out into the community is through op-eds and letters to the editor. An effective letter to the editor is clear, on message, and tells your story. Letters should also try to adhere to the word limit requirement of the publication, or if no limit is given, fewer than 250 words is a good rule of thumb.

Letter to the Editor Template

Date:

[Name of Publication or Media Outlet]

Attn: Mrs./Mr./Dr. [Editor's first and last name]

[Mailing Address]

Dear Mrs./Mr./Dr. [Editor's last name]:

[Introduction]

The introduction should address why you are writing. If you are responding to an article in the publication, mention the name and date of the article.

[Argument]

Make your case or argument, including relevant facts, research, and experiences. Make sure the length of your article is comparable to other letters to the editor published by the outlet.

[Call to Action]

Get the reader involved with a call to do something in support of the issue. A call to action might be attending an event, visiting a website, or writing a legislature.

[Conclusion]

End with a clear, positive statement that supports for position.

Sincerely,

[Signature]

[Author's name]

[Title]

[Author's Organization name and address –if applicable]

[Contact Information]

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Submitting Your Letter

Take a moment to check you are following the publication's guidelines, if any. Don't forget to include your name, address, and telephone number with your letter (only your name and town will be published).

Below are links to some popular Nevada publications that accept letters to the editor:

- Submit to the Reno Gazette-Journal [here](#)
- Submit to the Las Vegas Review-Journal [here](#)
- Submit to the Las Vegas Sun [here](#)
- Submit to the Nevada Independent [here](#)