

## How-To Guide: Writing a Letter to the Editor

### Writing a letter to the editor

In some cases writing a letter to the editor can be a powerful advocacy tool, particularly when other more direct tools like writing comment letters and attending public meeting isn't proving to be effective. It's also a great tool to utilize when reacting to press coverage of a particular project or issue.

Writing a letter to the editor generally follows the same rules as writing a comment letter (see above guidelines), but note that the news cycle moves *very* quickly. If you are responding to published pieces in a local paper you may only have a few hours to write the letter and seek approval in order to meet the next print deadline.

### Sample Letter to the Editor:

## We all suffer when Boston residents can't find a place to park



ARAM BOGHOSIAN FOR THE BOSTON GLOBE  
Cars occupied spaces on Rutland Square in the South End.

JANUARY 30, 2015

In “A permit for every car, but not a space” (Page A1, Jan. 20), the city’s deputy transportation commissioner, James E. Gillooly, stated that Boston is providing unlimited free residential parking permits as a “public service.” However, the current system is leaving no one happy, not even car-owning residents. By not charging money or otherwise limiting the number of permits issued, we’ve ended up with too many cars vying for the number of spaces available. This has resulted in frustrated car-owning residents wasting time and gas looking for parking that may not even exist, which in turn creates additional traffic congestion, noise, and pollution that everyone

else must put up with. Sensible regulation of on-street residential parking in Boston is long overdue, and would benefit everyone.

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