

Tips for writing a letter to a newspaper editor

EVERYONE NEEDS
A JOB YOU CAN
COUNT ON

1. Refer to the original article

Somewhere near the beginning of your letter, mention the name of the article that you are responding to, and the date it was published.

E.g. "I am one of the 7,000 cleaners mentioned in your article (School cleaners face job loss, 14th Nov)..."

2. Make it short

To give your letter the best chance of being published, keep it under 180 words – less than 150 is even better.

3. Grab them by the...

Newspapers receive hundreds of letters to the editor every week, so your letter needs to grab their interest in the first two lines. Be sharp, funny, even snide – just make sure you get their attention.

4. Follow the rules

Check the guidelines online for the paper you're writing to. Make sure you include your full name (not just initials), home address and a phone number.

