Writing a letter to the editor can have a great impact. A diverse audience will read your letter and might learn more about an issue or see the issue in a different light.

- **Keep it short.** Most newspapers prefer letters to be kept under 200 words. So, focus on one or two of the most important points rather than trying to express all your ideas.

- **Start your letter with** ‘Dear Editor.’

- **Stay on Target.** Stay focused on the point you are trying to make without straying off topic.

- **End with ‘Sincerely, your name.’** You might want to include a line underneath that explains who you are or your hometown, e.g. ‘Connie Jones, HSC Student’. Newspapers try to show a range of points of view.

- **Take a breath.** Once you’ve poured your heart out onto paper (or screen), walk away and come back in a different frame of mind to edit. Make sure that what you’ve said is easy to follow, to-the-point, well backed with facts, and uses formal language. Get a friend or family member to read your letter and see if they get what you meant.

- **Spell-check your letter** and make sure it is double-spaced. Your letter will need to meet the particular newspaper’s formatting guidelines. These are usually shown on the letters to the editor page.

- **The guidelines might ask for your personal and contact information.** This is because they may contact you to check that you, and not someone pretending to be you, wrote the letter itself. E.g. ‘P.S. I would like to remain anonymous so please don’t publish my name.’

- **Post or email** your letter to the address listed by the newspaper. This can easily be found on the newspapers website.

**Utah Newspapers:**
Salt Lake Tribune (SLC): [https://www.sltrib.com/contact-us/](https://www.sltrib.com/contact-us/) Send to letters@sltrib.com


Standard Examiner (Ogden): [https://www.standard.net/site/forms/online_services/letter_editor/](https://www.standard.net/site/forms/online_services/letter_editor/)
