

## Writing an LTE 101

### Where should you send your letter to the editor?

- LTEs should be submitted to a trusted local or statewide news entity – a print newspaper or reliable online news source.
- Most media outlets have a simple procedure outlined on their company website or in their print newspaper for submitting an LTE.
- LTEs should be submitted via email or online form to the editor of the media outlet, as the name suggests.

### What happens when you submit a letter to the editor?

- When you submit an LTE, the letter typically is delivered directly to the editor(s) on staff.
- Publication of your letter will largely be determined by volume of submissions, length of your LTE, topical relevance, and whether the letter is legible to readers.
- If published, LTEs are typically found in the first section of a newsletter or magazine, or on the editorial page of a newspaper. Online media outlets may have a dedicated page for published LTEs.

### When should you send a letter to the editor?

- LTEs are a widely used and efficient way to reach a large audience through the media
- LTEs can be written any time you wish to share thoughts on a current event, uplift an issue to the public, or respond to a recent article, press event, or other publication.
- LTEs are often more likely to be published than an Op-ed and typically have a quick turnaround time for publication.

### Tips for crafting your letter to the editor:

- Keep it short and about one subject – many media outlets have limits on the length of LTE submissions and limited space to publish them. Generally, letters should be between 150-200 words in length and should highlight one issue or topic.
- Make it legible – your letter does not have to be academic, but should be clearly typed out on a computer, or word processor and in complete sentences. Avoid handwritten letters or bulleted thoughts.
- Bottom line up front – state your most important point(s) in the first paragraph. Editors may need to cut down parts of your letter and typically revise from the bottom up.
- Make it personal – use your personal experience to illustrate your point(s) and appeal to shared values of the reader.
- Include your contact information with your submission – editors may want to contact you for more information, so include your phone number and email.
- If at first you don't succeed, try and try again! If your letter is not accepted the first time around, submit it again. Consider submitting a revised version with a different approach or angle to your issue.

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### What to say in your letter to the editor:

Below, you will find a sample letter to the editor in response to the Supreme Court decision to overturn Roe v. Wade. This letter can be used as a template when crafting your own. For more information on the Supreme Court's ruling, visit [bansoff.org](https://www.bansoff.org).

**HEADER: The Supreme Court ruling to overturn Roe v. Wade takes away our rights to control our bodies and personal health care decisions**

by [YOUR NAME]

**The Supreme Court has taken away the right to abortion and our freedom to control our bodies and personal health care decisions. Today, the Court has dismantled nearly 50 years of precedent by overturning Roe v. Wade, the landmark decision that protects a person's constitutional right to privacy in choosing abortion. This ruling will not only take away millions of people's ability to access abortion care but, has robbed the American people of our power to control our bodies, lives, and futures.**

**While abortion will remain legal in Pennsylvania, the Supreme Court has given state politicians free rein to legislate the bodies and futures of pregnant people across the United States. This ruling will have rippling impacts in Pennsylvania, where people from neighboring states will travel to access care while our own state politicians continue to chip away at the security of abortion access in our state. Lawmakers and Judges should not have the authority to block our personal medical decisions. Abortion is healthcare and access should be a fundamental right.**