

Letter to the Editor

- A formal letter written by a reader to a newspaper for publication
- About a common issue or common concern to stimulate public interest
- Generally placed in the editorial page
- Comment on recently published editorial, news, another writer's article, errors or misinterpretations
- Short and tight in around 300 words

- An effective way of reaching larger audience, getting one's voice heard, raising awareness and drawing the attention of the authority concerned towards some common problem

Guidelines

- Simple salutation to the editor
- Timeliness
- Reader's attention
- Clear argument
- Specific issue or case
- Suggestion
- Reference to the article
- Short and simple letter
- Writer's name and address