

## **BE A VOICE FOR YOUNG CHILDREN – EARLY CHILDHOOD, EVERY DAY**

WHEN SHOULD I WRITE A LETTER TO THE EDITOR?

- To reinforce a positive story in the newspaper
- To inform readers about the good work being done
- To thank an advocate/organization for making a difference in your community
- To respond to a negative story

WHAT ARE THE RULES FOR LETTERS TO THE EDITOR?

**Guidelines vary for each publication. Most newspapers have rules available on their website.**

**Check with your local newspaper to see:**

- How many words are allowed for a letter
- Deadlines for submission to the newspaper
- Other qualifications such as how often you are allowed to submit a letter

**Tips for writing the letter:**

- Organize your thoughts
- If responding to an article, re-read the article before starting your letter
- Use short concise sentences
- Avoid clichés, catch phrases and “wordy” language
- Get to your points quickly
- Just because you are allowed 200 words doesn’t mean you have to use them all.

**Final preparations for submitting a letter:**

- Read it at least three times before submitting
- Have a friend or independent party read the letter and get their thoughts.  
Did they understand the main points you were trying to make?
- Check the spelling
- Correct grammatical errors
- Fact check the letter to make sure everything is accurate

E-mail is the quickest way to submit a letter, and usually this is the preferred method. Newspapers receive many letters. Submitting one does not guarantee it will be published.

## LETTER TO THE EDITOR EXAMPLE

Dear Editor,

Arizona's future prosperity depends on investments we make in today's children, their families and the professionals who care for and educate them.

[Insert reference to recent article that prompted this letter, if appropriate]

Strong families are the building blocks of a strong society. Because 90% of a child's critical brain development happens by the time they are 5 years old, it's crucial that our youngest kids have the tools they need in their earliest years.

[Insert personal experience, thoughts]

Everyone benefits when more kids arrive at school prepared to be successful.

Sincerely,

[Your Name,

Contact Information]