

Letter to the editor



Letters to the Editor are found in newspapers. They are written by members of the public, They provide an opportunity for the public to share their opinion about a current issue.

Follow this structure when writing your letter to the Editor

1. Letters to the Editor start with usually 'Dear Editor' or 'Dear Sir/Madam'.
2. Letters to the Editor are usually written in response to a previous letter:
"In response to Max Dodd's letter 'The trouble with youth of today' (Sydney Express 26/12/20), I wish to say I disagree with him."
Or in response to a current issue:
"The problem with graffiti is ..."
It is essential that in the opening statement you make it clear what you are writing about.
3. Following this statement give your opinion.
It is okay to refer to yourself:
"I am sure that ..."
Be emotive in your writing, use strong language such as:
"This is again another appalling move by ..."
You can also pose rhetorical questions:
"How many times will they be able to get away with wasting taxpayers money?"
4. Following your opinion comes your arguments.
These are supported by evidence:
"Figures on the webpage show that ..." *"The Minister himself said ..."*
5. In concluding, you should re-state your opinion and sum up your argument.
You can also use the conclusion as place to put a call for action.
"Its time to get serious and petition our MPs..."
6. After signing the letter you should Include your personal details, such as your full name, address and phone number. Generally speaking most newspapers won't print your letter unless you have supplied your personal information but don't worry, if your letter is printed the newspaper will generally only print your name and your suburb.