

# How to Write a Letter to the Editor



Writing a letter to a newspaper and getting it published is a great way to build support for issues that are important to you. Politicians and state leaders *do* read the letters section of their local paper to find out what community members are feeling.

**Include your name and contact information.** Many editors like to call and confirm that a letter is written by the person whose name is attached. Be sure to include your name, address, and a daytime phone number.

**Make Your Point Clear at the start.** Express your most important point in your first paragraph. Share the facts. Remember to write as if the readers know nothing about your topic. Share how the issue connects to you and your community. Your story can help make connections to readers.

**Be Brief.** Your letter should be between 100 and 250 words long. Limit the number of points you make and stay on the same subject. The more to the point it is, the more likely it is to be published. It's always a good idea to check the guidelines a newspaper has for submitting a letter to be sure you have a word count that is acceptable. Newspapers post their guidelines on their websites or in the opinion section of the newspaper.

**Time Your Letter Well.** Your letter has the biggest impact when it is connected to current events and issues. A paper is more likely to print your letter if you are responding to a recent article or written opinion.

**Send it to the Paper.** Most papers have forms on their websites that you cut and paste your letter into. For some, you can email your letter directly.

**Maine Sunday Telegram/Portland Press Herald:** [letterstotheeditor@pressherald.com](mailto:letterstotheeditor@pressherald.com) or <https://www.pressherald.com/reader-services/letters-editor/>

**Lewiston Sun Journal:** [letters@sunjournal.com](mailto:letters@sunjournal.com) or <http://www.sunjournal.com/letters-to-the-editor/>

**Bangor Daily News:** <https://bangordailynews.com/opinion/submit/>

**Journal Tribune:** <https://www.journaltribune.com/letters-to-the-editor/>

**Presque Isle Star Herald:** [starherald@nepublish.com](mailto:starherald@nepublish.com)

**Kennebec Journal/Morning Sentinel:** <https://www.centralmaine.com/opinion/letters/>  
<https://www.centralmaine.com/letters-editor/>

**Times Record:** <https://www.timesrecord.com/submission-forms/letters-to-the-editor/> or [editor@timesrecord.com](mailto:editor@timesrecord.com)

*\*\*\*Note: Not all letters submitted can be published. Many newspapers have a limit to one letter to the editor from the same person in one month. If you have recently had a letter published but have another issue or article to address, ask a friend to write one.*