

# How to Write a Letter to the Editor (LTE)

1. Find the newspaper or publication you will write. To learn what is required for letters to the editor, Google the following: “(Name of the paper) letters to the editor submission criteria.” Note the number of words they allow and how a letter is submitted (Do you submit it on the newspaper’s website or do they provide an e-mail address to use?).
2. If you are writing a letter to a larger newspaper, find an article or editorial that provides a good angle for discussing money in politics. If you are writing a smaller local paper, you don’t have to reference an article, just write in a way that makes it clear why local readers would care about this issue.
3. Next, read a few letters to the editor in the publication you are targeting to see how they are started and the general tone.
4. Open your letter with a simple, professional greeting, such as “To the editor:”.
5. Start off strong by making the case of your LTE at the beginning. LTEs should be brief, as most publications have length limits, so write clearly and directly. Try to quickly establish both the problem of Big Money and the solution of a Constitutional Amendment, or interim solutions, such as local/county Resolutions.
6. Refer to the above portions of this action sheet for suggested content. In general:
  - a. Once you’ve made the purpose of your LTE clear, provide one or two key arguments as to why others in your community should care about getting Big Money out of politics. Use data (*see: [opensecrets.org](https://www.opensecrets.org)*) and real-life examples of how big money in politics affects our daily lives, such as healthcare costs, the opioid crisis, or climate change.
  - b. Speak to this reform as a fundamental one, making clear that progress can’t be made on any one issue without addressing this common cause first.
  - c. Emphasize the cross-partisan support for this action. Getting big money out of politics is an American issue: 66% of Republicans, 85% of Democrats, 22 states, and over 800 cities and towns support a constitutional amendment to get big money out of politics, and you should too.
7. End with a call to action. Readers should be inspired to seek solutions after reading your LTE, so explain that there are active efforts to reaffirm the power of the people in democracy. This is a great opportunity to encourage them to get involved in your and/or related organizations, to learn more about campaign for solutions, or just to educate themselves by reading up on democracy reform online.
8. If your letter is published, be sure to let us know.
9. Celebrate! You are amplifying the impact of your work!