How to Write a Letter to the Editor

Writing a letter to the editor is a great way to let people in your community know how you feel about issues that are important to you. Policymakers and elected officials read the letters section of their local paper to find out what their constituents are feeling.

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

Make Your Point Immediately. Express your most important point in your first paragraph. Be factual. Remember to write as if the readers know nothing about your topic. If you have a unique perspective or expertise on the topic, include that information. What’s your personal connection to the issue? 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 shorter 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 Appropriately. Your topic should be relevant to current events and issues. A paper is more likely to print your letter if you are responding to a recent article, opinion piece, or editorial.

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 or https://www.pressherald.com/reader-services/letters-editor/

Lewiston Sun Journal: 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


Times Record: https://www.timesrecord.com/submission-forms/letters-to-the-editor/ or 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.

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