

Figure 4.10: Letter to the Editor Guidelines for Elementary Students

The purpose of this checklist is help you understand how to write a letter to the editor (LTE). It may be frustrating to have so few words to work with, but the editor needs to make room for as many viewpoints as possible.

- ☐ In 250 words or less, summarize your thoughts about an issue important to you.
- ☐ Keep in mind, the editor may shorten your letter to make room for others.
- ☐ Edit your work carefully and then ask someone else to check it too.
- ☐ Include your name and town.
- ☐ Look up the LTE deadline in your local newspaper and submit on time.
- ☐ Be patient. Your letter might be accepted for a future issue.