

Tips for Submitting a Letter to the Editor

The following are suggestions for submitting a letter to the editor of your local/state newspaper:

1. Tailor the Opening

- The email template provided by Lutheran Services in America requires some tailoring before its final to be ready to submit.
- For example, “Lutheran social ministries are rooted in a long-standing faith tradition of service in caring for our neighbors (‘**NAME OF ARTICLE**,’ **DATE**).”

2. Include Your Personal Information

- Include your name, address, and contact information. Newspaper editors typically verify submissions before publication.

3. Check the Word Limit

- Each newspaper sets its own word limit for letters. While the template is crafted with the average limit in mind, check to make sure your letter doesn’t go over the maximum word count. Newspapers will normally post their criteria in the letters section of their website.

4. Be Patient!

- The publication of letters is a slow process. It can often take news organizations several days to run a submitted letter. It is a good idea to politely follow up with the paper to check on its status.

5. Consider Alternate Options

- If your letter ends up not being published by the first paper where you make the request, you can try again with another publication.
- Keep in mind that many newspapers only accept original, unpublished content.
- If you decide to submit your letter to a different newspaper before the original newspaper has reviewed the letter, make sure to inform the paper that you would like to withdraw the submission of your letter before contacting the next publication.

Questions? Reach out to Chris Findlay at Lutheran Services in America at CFindlay@Lutheranservices.org.