

How to Write and Submit a Letter to the Editor (LTE)

Steps to Take

Look up your local newspaper online to find its submission guidelines for letters to the editor. Some will have you email them the letter, others will require you to submit it via an online form. [Google your newspaper name plus “LTE submission” if you can’t find it.]

Draft the letter. Keep it short and simple, no more than 250-300 words. Use this sample letter to the editor below and modify it to suit your voice and perspective, or write a new one.

Submit your letter. Follow the guidelines for your specific paper. Include your full legal name, daytime phone number, and mailing address. They will use this for verification and to contact you if they decide to print your letter.

Send us a copy. Email lynn@anacaonallc.com when you submit your letter, and also when it is published! We will share your letters with our network.

Sample Letter - Impact of Immigration Enforcement on Children

The Trump administration is deporting the parents of U.S. citizens, adding trauma and toxic stress to children’s lives. These policy choices go against our values as a nation, and make us a weaker society.

There are over [four million children in the United States](#) living with a parent who is undocumented. The vast majority of these children are U.S. citizens. A parent’s deportation leads to economic, food, and housing insecurity for families, and harms children’s mental health. Child development research is clear that the early years have an outsized impact on children’s future success. And if we truly believe that our children are our future, adding to their burdens in the early years will impact all of us.

Instead of arresting and deporting immigrant workers, our government should embrace immigrants seeking a better life as valued members of our communities. A better solution would be for the Trump administration to keep families together and for Congress to pass immigration reform.