

## HOW TO WRITE A LETTER TO THE EDITOR

After writing your elected officials, one of the most effective things you can do to support a moratorium on executions is to send a letter to the editor of your local paper. These letters let your community (and your elected officials, who often monitor these pages) know that there's widespread support for moratorium. To increase the chance that your letter will be published, try to follow these guidelines:

1. Keep it short and on one subject. Many newspapers have strict limits on the length of letters and have limited space to publish them. Keeping your letter brief (about 100-150 words) will help ensure that your important points are not cut out by the newspaper.
2. If you write your letter as a response to an article, make sure that readers will be able to understand the points you make even if they haven't read the article.
3. Use short sentences -- they're easier to read and have more impact.
4. Be sure to include your contact information, including your phone number. Many newspapers will only print a letter to the editor after calling the author to verify his or her identity and address. Newspapers will not give out that information and will usually only print your name and city, should your letter be published.