

## WRITING LETTERS TO THE EDITOR

One of the easiest and most effective ways to communicate your views on a public issue is to the newspaper and its readers. Remember that you have a right to be heard and to be heard on an issue. Letters are edited by the newspaper but they are published and distributed to the community. They also give the readers an insight into the process.

You can write your own letters to the editor on any issue that you have concerns about. You must write your letter in a clear and concise manner. Each letter must contain at least two paragraphs. The first paragraph should state the issue as well as a clearly stated position. The second paragraph should explain why you have this position. Letters should be written in a "strong" manner.

The structure of your letter should be as follows:

1. **Opening**
2. **Paragraph one** (introduction) (state the issue)
3. **Paragraph two** (or all paragraphs) (supported by facts and statistics)
4. **Paragraph three** (Conclusion) (change your support, factual information, finish where you started with your opening paragraph) (you are closing, state a clear paragraph why you wrote)
5. **Close and return**

You must always acknowledge by writing to your editor that you are not a member of the newspaper and that you are not an employee of the newspaper. You must also state your name and address.

## PERIPLATRE ELPORANCE

There are many different techniques for writing a letter. The following are some of the most common.

**Letter to the Editor:** This is the most common type of letter. It is usually written to a newspaper or magazine. The letter should be clear, concise, and to the point. It should also be well organized and easy to read.

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