

## **Send a letter to the Editor for the Week of the Young Child!**

To send a letter to the editor of any online news organization, the email address for the Letters Editor can generally be found under “Contact Us” at the bottom of the home page. We are focusing on these newspapers:

- **SF Chronicle (200 words of fewer), [click to submit](#)**
- **Sing Tao Daily, Send to Editor, 5000 Shoreline Ct., Suite 300, S. San Francisco, CA 94080**
- **SF Examiner, [click to submit](#)**
- **East Bay Times, email to [letters@bayareanewsgroup.com](mailto:letters@bayareanewsgroup.com). Write a letter with a Bay Area perspective for this one.**
- **El Tecolote, email to [editor@eltecolote.org](mailto:editor@eltecolote.org)**
- **Let us know if you have a paper you'd like us to add to our list!**

### **Guidelines for letter to the editor:**

- **Be clear:** Make one main point. (Choose a point from CPAC’s [one-pager on Teacher Pay](#), or [their photographic](#), or your own. If you are generating letters at your site, print out these bullet points for parents, guardians and teachers to reference. Letters can be sent to elected leaders as well.)
- **Be timely:** Writing **now** will prepare newspapers for the *Week of the Young Child*, April 10-16 and the *Walk Around the Block*. Let them know this date is coming up. You can also write your letters in response to something you see in their paper.
- **Include contact information:** Include your full name, city, state, phone # (many news organizations will call you to verify you really wrote the letter – and not print anonymous letters).
- **Be concise:** 1- 3 paragraphs, 50-200 words. Short letters show confidence in your position.
- **Send us a copy of your letter!** We will share again, post online, and your stories are the most effective in persuading decision makers.
- **Be accurate:** Letters that are factually inaccurate are not printed.
- **Be interesting:** Get your reader’s attention and keep it to the end of your letter. Open with an interesting fact or strong statement and keep your points as interesting as possible.
- **Avoid personal attacks:** Show respect for the opposite opinion. Being rude may cause people to disagree with you on principle.
- **Proofread:** Re-read your letter. Check for grammar and spelling mistakes. If possible, ask another person to read your letter for accuracy and clarity.
- **Don’t worry if your letter is not printed:** Even if it is well-written, it might not be printed if it addresses the same issue as letters already printed. The more letters received on one topic, the more likely some letters of that topic will be printed.

### **In your email, use the following format**

**Heading:** To the Editor: (If writing directly to the writer, substitute Dear Mr./Ms. \_\_\_\_)

Re: “headline” and date of article

#### **Body:**

1-3 paragraphs

#### **Closing:**

Your full name

City, state

Your phone # (If requested by news organization)