



What is a letter to the editor?

- **A formal letter**
- A written way of talking to readers of a regularly printed publication
- Can be for or against an issue, or simply to inform

Why do we write a letter to the editor?

- You're angry about something and want others to know
- An issue is so important that you must speak out
- To persuade others to take a specific action
- To suggest an idea to others
- To influence public opinion / Policy makers
- To educate the public

When should you write?

- Any time you want to shape public opinion, tell others how you feel about something, or just inform the public on an issue
- To start a community conversation about an issue

How should you send the letter? Email or Post?

- Make sure that the publication accepts letters by e-mail and post.
 - E-Mail - It's faster and easier than normal mail and It's less likely to get lost

Tips to write a letter to the editor

OPEN THE LETTER WITH A SIMPLE SALUTATION.

Don't worry if you don't know the editor's name. A simple "To the Editor of the *Hindu*" or just "To the Editor:" is sufficient. If you have the editor's name, however, you should use it to increase the possibilities of your letter being read.

GRAB THE READER'S ATTENTION.

Your opening sentence is very important. It should tell readers what you're writing about, and make them want to read more.

WRITE WHAT THE LETTER IS ABOUT AT THE START

Don't make the editor or the general public wait to find out what you want to say. Tell them your key point at the beginning.

EXPLAIN WHY THE ISSUE IS IMPORTANT.

If you are motivated enough to write a letter to a newspaper or magazine, the importance of your topic may seem clear to you. Explain the issue and its importance. Use plain language that most people will understand

STATE YOUR OPINION ABOUT WHAT SHOULD BE DONE.

You can write a letter just to "vent," or to support or criticize a certain action or policy, but you also have to give suggestions about what could be done to improve the situation. Be specific. And more the good reasons you can give to back your suggestions, the better.

SIGN THE LETTER.

Be sure to write your full name. Include title if any Newspapers won't print anonymous letters!

Throughout your letter, remember the rule:

- Be concise,
- Be formal – don't use slang language, contractions, colloquial terms

- **FORMAT**

1. **Sender's Address**
[3-4 lines]
2. **Date (in words)**
3. **The Editor**
Official Address
[3-4 lines]
4. **SUBJECT:** Should be short and specific to make content clear
5. **Dear Madam/Sir**
6. **Content**
 - 6.1 **Para 1- Introduction :** Introduce yourself and the purpose
Through the editorial column of your esteemed newspaper I, --
wish to draw the kind attention of the concerned authorities
regarding ____
 - 6.2 **Para 2-** give details about the concerned matter and suggestions
 - 6.3 **Para 3-** express what one would want the other person to do in
response to the letter
Through the column of your newspaper, I would like to appeal to
the concerned authorities to give this problem immediate attention
7. **Thanking you / Regards**
8. **Yours sincerely /faithfully**
9. **Full Name**

Example 1: Write a letter to the Editor of 'Times of India' about the poor condition of BG Road. You are Shiv /Shalini resident of L&T Apartments, BG Road.

B-1312

L&T Apartments

BG Road

Bangalore 560073

29 November 2021

To the Editor

The Times of India

MG Road

Bangalore 560001

Subject: Poor condition of B G Road

Sir

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities towards the bad condition of BG Road leading to our Layout in Arekere, South Bangalore.

The condition of BG Road is deplorable with countless potholes making the purpose of the road, a failure. Moreover, things get even worse during the rainy season when potholes are not visible due to the poor drainage system and the area becomes heavily accident prone. The Metro construction on the road adds to our woes making the road narrower. Residents on and off BG Road are facing a lot of inconvenience due to these road conditions.

On behalf of the residents of L&T Apartments, I humbly request you to influence the concerned authorities in getting the potholes filled at the earliest and as a suggestion I wish the concerned authorities do a regular inspection of the roads and drainage system.

Thanking you

Yours sincerely

Shalini Mehra

Example 2: You are Parth / Priya. You are concerned about the improper disposal of gloves and masks. Write a letter to the editor of your local newspaper voicing your opinion.

D-102

Lake View Apartments

Gottigere

Bangalore 560078

29 November 2021

To the Editor

Bangalore Mirror

Kanakpura Road

Bangalore 560074

Subject: Improper disposal of gloves and masks

Dear sir/ma'am

I am Parth/Priya, a student. Through the esteemed columns of your newspaper, I would like to draw the attention of people towards improper disposal of masks and gloves that are now mandatory to use!

On my daily journey to school, in addition to the usual trash everywhere, I can see now gloves as well as masks, which are used to protect us from COVID-19. People throw them out of their car windows or just drop them while walking and the wind carries them everywhere. This behavior is dangerous for us and our four-legged friends. Moreover, these masks and gloves are not made out of bio degradable materials which may be swallowed by animals or pollute water bodies.

I appeal to the people to kindly, dispose these items properly. The citizens of South Bangalore and Mother Nature will thank you and keep you safe!

Thanking you

Yours faithfully

Parth Agrawal

Homework: The condition of the public parks in your layout is miserable. Write a letter to the Editor of 'The Pioneer' in 100–120 words. You are Ritu /Ravi, A–15 KB Apt, J P Nagar, Bengaluru.