



OHIO CREDIT  
UNION LEAGUE

## **How to Submit a Letter to the Editor**

The following are general rules to help you get your letter to the editor published.

1. Submit your letter to a local newspaper of your choice.
2. Contact the newspaper to find out their specific guidelines for submitting a letter to the editor. These generally include a word limit, format and email or mailing address to submit your letter to. You can find the letter guidelines by going to their Web site or by simply calling and asking.
  - If you are using a sample letter to the editor, you may need to remove text if the sample letter exceeds the newspapers word limit.
3. Write your letter and proofread it several times. Ensure that your letter adheres to the guidelines set forth by the publication.
4. Conclude the letter by including your full name, the name of your credit union, your address, your phone number, and your email address. Don't worry, the paper will only print your name and your location in the newspaper.
5. Submit your letter to the address requested and in the format requested in the guidelines.
6. Remember, the publication has the authority to edit your letter. Do not be surprised if some text is removed upon publication to save space.
7. Wait at least 10 days before following up with the newspaper if you do not see your letter printed or did not get a response from the publication. After ten days, please call to see if they received your letter.
8. If they choose not to print the letter, do not be pushy. Simply thank the outlet for its consideration of your opinion.