

Quick Tips on Writing a Letter to the Editor

1. Include your name, address, email and phone number at the top of your letter. Most newspapers will call to verify the authenticity before they publish; they want to make sure that you, and not someone else, wrote the letter and that you're not using a phony name. (They will not publish your address or phone number. They'll print: Jane Smith, Wheat Ridge, CO).
2. Type your letter, and double-space between lines
2. Keep it short and concise. Most newspapers won't accept letters longer than 200 words. Less is more in this case.
3. Include your major points early in the letter; within the first 2 paragraphs is best. State your opinion in your first sentence; for example, "I was disappointed that..."
4. Make it "personal" – tell YOUR story. Why is this important to you; why should others care about the issue; how will people be impacted? What is your experience? Can you suggest a solution?
5. Mention the organizations involved by name in the letter.
6. Don't forget to run your spell check!
7. Submit your letter to the right person; letters to the editor go to a different department than news tips. You can submit by email, fax or regular mail.
8. If you don't hear back from the publication where you submitted your letter within 10 days, try another publication.

For more information, please visit www.SaveLutheranMedicalCenter.org.

Letters to the Editor – Addresses

Daily Publications:

Denver Post
101 W. Colfax Avenue
Suite 600
Denver, CO 80202
303.954.1010
openforum@denverpost.com

Rocky Mountain News
101 W. Colfax Avenue
Denver, CO 80202
303.954.5201
editor@rockymountainnews.com

Daily Camera
1048 Pearl Street
Boulder, CO 80302
303.473.1365
openforum@dailycamera.com

Weekly Publications:

**Arvada Press/Golden Transcript/Lakewood Sentinel/Wheat Ridge
Transcript**
110 Rubey Drive
Suite 120
Golden, CO 80402
303.279.5541
newsroom@milehighnews.com

Boulder County Business Report
3180 Sterling Circle, #201
Boulder, CO 80301-2338
303.440.4950
news@bcbr.com

Boulder Weekly

690 S. Lashley Lane
Boulder, CO 80305
303.494.5511
editorial@boulderweekly.com

Broomfield Enterprise

1006 Depot Hill Road, Suite G
Broomfield, CO 80020
303.448.9898
hammk@broomfieldenterprise.com (Kristin Hamm)

Canyon Courier

27902 Meadow Dr., #200
Evergreen, CO 80439
303.674.5534
news@evergreenco.com

Colorado Daily

2610 Pearl Street
Boulder, CO 80302
303.443.6272
editor@coloradodaily.com

Columbine Courier

9719 W. Coal Mine Ave., Unit N
Littleton, CO 80123
303.933.2233
news@evergreenco.com

Daily Times-Call

350 Terry Street
Longmont, CO 80501
303.776.2244
news@times-call.com