 Resource 7

Letter to the editor

A letter to the editor is an example of a formal letter expressing an opinion, a complaint, an argument or giving information

Structure

* Use the conventions of a formal letter
* Introduce the topic and your opinion early
* Usually a mix of fact and opinion
* Organise paragraphs with details to support your opinion
* Paragraph length may vary

Language features

* Formal term of address (dear sir or dear editor)
* Persuasive language
* Subjective but not too emotional
* Language should be formal
* A direct appeal to the editor or readers

Things to remember

* Be clear
* Be concise
* Be accurate
* Be interesting
* Avoid personal attacks
* Proofread