



Letters to the Editor (LTE)

What is a LTE?

A letter to the editor is a personal or organizational letter written to a publication. The subject of such letters varies but may include:

- Supporting or opposing stance taken by the publication in its editorial, or another writer's op-ed or letter to the editor.
- Commenting on a current issue being debated by a governing body – local, regional, or national depending on the publication's circulation. Often, the writer will urge elected officials to make their decision based on his/her viewpoint.
- Remarking on materials (such as a news story) that have appeared in a previous edition. Such letters may either be critical or praising.
- Correcting a perceived error or misrepresentation

Tips for Writing a LTE

1. **Know Your Audience.** In this case Boston & the State
2. **Include Title of the Original Piece in the First Sentence of Your Letter.**
3. **Keep it Brief.** For the Boston Globe – 200 words or less.
4. **Respond Quickly.** The first 24-48 hours is your best window to respond.
5. **Focus on One Issue or Point.** Overly complicated letters just don't run.
6. **Personalize Your Message.** Making your letter stand out with a personal narrative increases the chances of it being run.
7. **Be Critical if Necessary, but Civil.**
8. **Proofread.**
9. **Include *all* of your Contact Information with your submission.** Name, all phone numbers, emails, and home address.
10. **Volume Counts.** The more letters we submit, the greater the chance of getting some published.
11. **Don't Get Discouraged.** If we submit a lot of LTE's, even if yours is not published, someone else's will be.

Instructions for Submitting your LTE to the Boston Globe

E-mail to letter@globe.com

Or mailed to:

Letters to the Editor
The Boston Globe
PO Box 55819
Boston, MA 02205

Be sure to include your full name, address, and a telephone number for confirmation purposes.

Letters should be 200 words or less and are subject to condensation.

The best way to increase the chance of having your letter chosen is to make it timely, original, and short! Usually, letters respond to articles or editorials in the Globe; not simply to general issues of the day.

*ICT's mission is to study and help professionals navigate challenging career transitions in a changing economic landscape.
We envision a society where every professional can sustain a career through inevitable uncertainties
and in which "work" is an evolving concept*