



**Iowa
Citizens for
Community
Improvement**

We talk. We act. We get it done.

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The anatomy of a good LETTER TO THE EDITOR

- Keep the letter short (no longer than 250 words)
- Letters must be timely to a "hot" issue (i.e. reference it to a recent article)
- Write a strong lead sentence
- Make first two sentences short and to the point
- Lay out your points a, b, c and explain
- Sentences should not be longer than 10-15 words
- End the letter with a short sentence that ties it to the beginning of the letter and has a punch