



Maine Women's Lobby

THE VOICE OF MAINE WOMEN

P.O. Box 15, Hallowell, Maine 04347
Voice: 207.622.0851 ~ Fax: 207.621.2551
info@mainewomen.org ~ www.mainewomen.org

MAINE
EQUAL



JUSTICE
PARTNERS

126 Sewall Street, Augusta, Maine 04330
Voice/TTY: 207-626-7058 ~ Fax: 207-621-8148
info@mejp.org ~ www.mejp.org

HOW TO WRITE A LETTER TO THE EDITOR

Writing a letter to the editor is a great way to let people in your community know how you feel about issues or programs that are important to you. Policy makers and elected officials regularly scan the letters section of their local paper to find out what their constituents are feeling.

Address Your Letter Properly. Many editors like to call and confirm that a letter to be published is written by the person whose name is attached. Be sure to include your name, address, and daytime phone number.

Make Your Point Immediately. Express your most important point in your first paragraph. Be factual. Remember to write as if the readers know nothing about your topic.

Be Brief. Your letter should be between 100 and 250 words long. (Check newspaper for word limit. Most are 250 to 300 words.) Limit the number of points you make and stay on the same subject. The shorter it is, the more likely it is to be published.

Time Your Letter Appropriately. Your topic should be relevant to current events and issues. A paper is more likely to print your letter if you are responding to a recent article or if you are writing about a timely issue.

Don't Be Disappointed. Not all letters received can be published. Many newspapers are reluctant to print letters by someone who writes too frequently. If you have recently had a letter published but have another issue or article to address, ask a friend to write one.



Newspaper contact information on the back.

NEWSPAPER CONTACT INFORMATION

Maine Sunday Telegram/Portland Press Herald

Letters to the Editor

P.O. Box 1460, Portland, ME 04104

Fax: 828-8154

E-mail: letters@pressherald.com

http://www.pressherald.com/readerservice/s/Send_a_Letter_to_the_Editor.html

Lewiston Sun Journal

Letters to the Editor

P.O. Box 4400, Lewiston, ME 04243

Fax: 777-3436

E-mail: letters@sunjournal.com

<http://www.sunjournal.com/submit/letter>

Bangor Daily News

Letters to the Editor

P.O. Box 1329, Bangor, ME 04402-1329

Fax: 941-9476

E-mail: letters@bangordailynews.net

The Ellsworth American

30 Water Street

Ellsworth, ME 04605

Fax: (207) 667-7656

news@ellsworthamerican.com

Kennebec Journal/Morning Sentinel (Kennebec Journal)

Letters to the Editor

36 Anthony Ave., Augusta, ME 04330

Fax: 623-2220

E-mail: letters@centralmaine.com
(specify which newspaper)

(Morning Sentinel)

Letters to the Editor

31 Front St., Waterville, ME 04901

Fax: 861-9191

E-mail: letters@centralmaine.com
(specify which newspaper)

The Times Record

P.O. Box 10, 3 Business Pkwy.,

Brunswick, ME 04011-1302

FAX: (207) 721-3151

letters@timesrecord.com

<http://www.timesrecord.com/forms/letters>

Journal Tribune

P.O. Box 627

Biddeford, ME 04005

Fax: (207) 282-3138

jtcommunity@journaltribune.com