

# LETTER to the EDITOR

A letter to the editor is a formal letter in which a reader voices his opinion on the way a certain article has been dealt with in an article previously published in a newspaper.

## 1. Introduction

- letter head
  - personal address on right-hand side
  - recipient's address on left-hand side
  - date on right-hand side
- reference line, i.e. *Re: topic*
- salutation, i.e. *Sir* or *Madam* followed by a comma

## 2. Main part

- 1<sup>st</sup> paragraph:
  - state the article you are referring to
  - express your position clearly but politely
- then:
  - focus on one issue providing evidence for it
  - start with the most important point
- **TIPPS**
  - formal and polite style
  - clear, to the point
  - use a personal example
  - use conditionals, passive voice, adverbs of degree, connectives

## 3. Conclusion

- (re)stating opinion *or*
- summarizing findings *or*
- outlining possible consequences *or*
- suggesting what should be done

## 4. End

- name
- place of living

*I consider it a good rule for letter writing to have unmentioned what the recipient already knows, and instead tell him something new. Sigmund Freud*

How to write a letter to the editor. In: Password to Skyline plus. Hrsg. v. Antje Malycha. Stuttgart: Ernst KlettVerlag 2000. S.42

Writing a formal letter/letter to the editor. In: Green Line Oberstufe. Hrsg. v. Dr. S. Bakker u.a. Stuttgart: Ernst Klett Verlag 2015, S. 318