

## Send a Letter to the Editor

Please write a letter to the editor today. Here are some tips:

- Keep it short. 50-200 words maximum.
- Stick to one main point.
- Address it “Dear Editor” or “To the Editor” and be sure to include a line on what it is regarding (for instance, “Re: State Budget Cuts will Hurt Seniors”).
- Include your name and contact information (only your name and city will be published).
- If you are sending an email, be sure to put “Letter to the Editor” in the subject..

Start with something simple saying that you oppose the proposed budget cuts and want our state legislature to find ways to raise revenues.

- We cannot cut programs that people depend on.
- I oppose the budget cuts proposed by the governor.
- We must not solve the budget problem by making drastic cuts to social services.

Tell your story & how these cuts would affect you and hurt you. Talk about the worst that might happen.

- As a person with a disability / person with a brain injury / As a blind person...
- I rely on Medi-Cal for my doctor’s visits, dentist visits, and eyeglasses...
- I have been receiving SSI for 8 years, and I use that small amount of money to cover rent, food, and all necessary expenses.

If you wouldn’t be directly affected by the cuts, talk about why they are wrong.

- We cannot deal with the budget shortfall by cutting services that are desperately needed by people with disabilities, seniors, and low-income people.
- The problem is *not* that we cannot afford to spend money on programs. The problem is that we are not raising enough money! We must find revenues through fees and taxes.

In closing

- Now that the budget is overdue, many people may want to just pass a budget – any budget.
- We must pass a good budget that raises money to cover programs and services needed by kids, seniors, and people with disabilities.

At the end:

- Thank you very much.
- Sincerely,
- Your name and address

**Letters serve three important purposes:**

1. They show assignment editors that readers, listeners and viewers are interested in a topic. Letters encourage them to continue to report on that topic
2. Letters pages of newspapers and letters segments on TV and radio are popular items. Letters add a local, personal angle to the public discussion.
3. When editors receive a bunch of letters on a topic they will run one. So even if your letter is not published, it helps to convince the editor to publish one of them.

Most Papers have web sites that allow you to comment on published stories and also submit letters to the editor. Here is a sampling:

**Contact Information**

**Contra Costa Times**

email: [letters@cctimes.com](mailto:letters@cctimes.com)

mail: Letters to the Editor, 2640 Shadelands Drive, Walnut Creek, CA 94598

phone: (925) 935-2525

fax: (925) 933-0239

**East Bay Express**

email: go to [www.eastbayexpress.com](http://www.eastbayexpress.com) and choose “send a letter” from the drop down menu under “News” then fill out the form and paste the text of your letter into the text box.

mail: 1335 Stanford Ave., Emeryville CA 94608

**Hayward Daily Review**

email: [ttuttle@angnewspapers.com](mailto:ttuttle@angnewspapers.com)

mail: 116 W. Winton Ave. Hayward, CA 94544

phone: (510) 783-6111

fax: (510) 293-2490

**Pleasanton Tri-Valley Herald**

email: [eangherald@newschoice.com](mailto:eangherald@newschoice.com)

mail: 4770 Willow Rd. Pleasanton, CA 94588  
phone: (925) 734-8600  
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**Tri-City Voice**

[www.tricityvoice.com](http://www.tricityvoice.com)

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