**Writing a letter to the editor**

*Types of letters:*
- *Response to an article:* You can write a letter that praises or criticises an article, commenting on how the issue at hand is presented. Provide fact-based information if you criticise the article or add information to support the arguments presented.
- *Expressing your opinion:* You could comment on an article depending on your experience or expertise regarding an issue.
- *Providing more information:* If you like to provide more information, refer to related websites, you could use the article at hand as a basis to do so.

*Structure and writing style:*
- *Information:* Include your address and email address at the top of your letter in case the editor would like to contact you.
- *Salutation:* ‘To the editor’ is just fine.
- *Reference:* Always refer to the article you are writing about including author, date and argument.
- *Take a stance:* Clearly state your position straight after.
- *Word length:* Be precise and concise, only write between 150 and 300 words.
- *Focus:* Only write about one issue per letter.
- *Give reasons:* You may support your argument with statistics or other data, refer to current events.
- *Appeal:* End the letter stating what should be done in your opinion. You can even appeal to your readers to take action.
- *Closing:* Keep it simple, summarise your main arguments and sign the letter with your name as well as the city and country you live in.
- *Be polite:* Even if you disagree with the article, stay polite, factual and respectful. Also, avoid colloquialisms and maintain a formal tone.