



1st semester



Topic 48:

WRITING - LETTER TO AN EDITOR





Writing letters to the editor is a great way to engage with a topic you're passionate about and to influence public opinion. Although having your letter selected is never easy, you can greatly improve your chances of catching an editor's eye by following a few basic guidelines. If you want to know how to write a letter to the editor, just follow these steps.

Letter to Editor Format

Let us discuss the **Letter to Editor Format**.

The format of a **letter to the editor of a Newspaper** is as follows –

1. **Sender's address:** The address and contact details of the sender are written here. Include email and phone number, if required or if mentioned in the question.
2. **Date:** The date is written below the sender's address after Leaving one space or line.
3. **Receiving Editor's address:** The address of the recipient of the mail i.e. the editor is written here.
4. **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.

Letter to Editor Format

5. **Salutation** (Sir / Respected sir / Madam)

6. **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -

Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.

Paragraph 2: Give a detail of the matter.

Paragraph 3: Conclude by mentioning what you expect from the editor. (For example, you may want him to highlight the issue in his newspaper / magazine).

7. Complimentary Closing

8. Sender's name, signature and designation(if any)



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16 August 2017





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The Editor
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Dear Editor,



(taken from LA Times)

Dear Editor,

concise 150-
300 words

Last week, I and presumably many others in Santa Barbara received a glossy postcard from Greg Armstrong, the chief executive of Plains All American Pipeline, expressing his "deepest apologies" for his company's recent oil spill. ("Owner of ruptured oil pipeline has history of big spills, fines," June 5)

I would be willing to accept the apology if this were a rare incident by a company with a good track record. However, as The Times reported, this company has accidentally spilled nearly 2 million gallons of this hazardous liquid over the last 11 years in the U.S. and Canada. Armstrong's letter of apology might have been paid for by his company's \$75-million reserve fund for "environmental liabilities," a tiny part of the \$43 billion in revenue it generated last year.

The pipeline consultant quoted in your article said: "In 40 years of investigating pipeline incidents, I haven't seen one that wasn't preventable. There are no such things as accidents." I do not accept Armstrong's apology.

Sincerely,
Dennis Thompson, Santa Barbara