

Send a Letter to the Editor

Please write a letter to the editor today. You might start your letter with:

“ Your coverage about state budget cuts really has me concerned because...”

“Your article in the May 8 Oakland Tribune titled “Local Organizations, Agencies Rally Against Budget Cuts” really hit home for me because...”

“Your article in the May 9 Hayward Daily Review titled “Local Organizations, Agencies Rally Against Budget Cuts” really hit home for me because...”

“The state budget cuts to in-home services and case management for frail seniors and people with disabilities concerns me because...”

Here are some Tips:

- Keep it short. 50-200 words maximum.
- Stick to one main point.
- When possible reference an actual article that appeared or aired on the topic.
- Express a clear opinion – for/against, right/wrong.
- 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 box of your message.

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.

Contact Information

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Alameda Times Star

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Contra Costa Times

email: 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 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

Fremont Argus

E-mail: Arguslet@bayareanewsgroup.com
Write: Letters to the Editor, The Argus, 39737 Paseo Padre Parkway, Fremont 94538.
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Globe Newspapers

E-mail: eleanor@theglobenewspapers.com
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Hayward Daily Review

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Oakland Tribune

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Senior Services Coalition
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