



CALIFORNIA HEPATITIS C TASK FORCE

www.californiahcvtaskforce.org

Make Your Voice Heard – Write a Letter

Letters to the Editor are among the best read sections of any newspaper. Letters are a short, effective way for you to directly reach the public. Your voices of concern are especially important.

Some tips:

1. Letters should be typed, if possible. Print and sign your name, with title and credentials behind your name. Include your address and phone (many publications like to confirm the letter writer).
2. Stay close to home; write to your local newspaper. Newspapers are more likely to run letters with hometown addresses. It is OK to send a letter to more than one paper in your area.
3. Be topical. Newspapers favor letters that respond to current news events, articles, opinion columns, editorials, and even other letters that have appeared in their paper in recent days.
4. Express a strong opinion. However, don't be strident. Don't be defensive. Avoid personal attacks. Avoid sarcasm, it's not effective.
5. Be factual. Cite a statistic, but not too many.
6. Be brief. Most publications have limits, commonly 100 to 200 words, usually printed in a box on the letters page. If you go over

their limit it's an excuse to toss your letter. Most word processing programs on computers have word counts.

7. Be concise. Use short sentences. Select two or three main points you want to make at most and state them clearly.
8. Express what you know from personal experience, based on your direct knowledge and expertise. Describe in general how hard it is to provide safe care with the erosion of patient care standards. Any descriptions of problems with patient care must be accurate and verifiable.
9. Don't describe specific incidents from which a patient or physician could be identified.
10. Correct errors before sending. If you work with a computer, use spell check. If you're not sure of the meaning of a word don't use it or look it up.
11. Don't use medical jargon or acronyms.
12. Emphasize issues that most directly affect the readers – quality of care and patient safety.

Some Major California Newspapers

Newspaper:	Email letters to:
Long Beach Press Telegram	ptnews@presstelegram.com
Los Angeles Times	letters@latimes.com
Marin Independent Journal	opinion@marinij.com
Modesto Bee	Metro@modbee.com
The Monterey County Herald	mheditor@montereyherald.com
Oakland Tribune	tribedit@mail.well.com
Orange County Register	letters@link.freedom.com
Riverside Press Enterprise	letters@pe.com
Sacramento Bee	opinion@sacbee.com

San Bernardino Sun	steve.lambert@sbsun.com
Bakersfield Californian	local@bakersfield.com
The Californian (Salinas)	newsroom@salinas.gannette.com
Contra Costa Times	letters@cctimes.com
Daily News of Los Angeles	dnlaforum@aol.com
Fresno Bee	letters@fresnobee.com
San Diego Union Tribune	letters@uniontrib.com
San Francisco Chronicle	letters@sfchronicle.com
San Gabriel Valley Tribune	news.tribune@sgvn.com
San Jose Mercury News	letters@sjmercury.com
Santa Rosa Press Democrat	pdletters@aol.com
Stockton Record	editor@recordnet.com
Telegram-Tribune	newsroom@thetribunenews.com
Vallejo Times-Herald	news@timesheraldonline.com
Ventura County Star	letter@venturacountystar.com