



Letters-to-the-editor are short pieces (about 150 to 200 words) from newspaper readers that typically respond to stories, editorials or op-eds that the newspaper has recently printed. Some newspapers will publish letters that address pertinent issues to the community even if the newspaper hasn't reported on it.

Some tips about letters-to-the-editor:

- ✓ Letters should be no more than three to five short paragraphs (usually about 150 words). Check the newspaper's website to find the word limit.
- ✓ Follow the newspaper's instructions on how to submit the letter and be sure to include a phone number (not for publication) where the editor can confirm that the submission is actually from you.

Sample Letter-to-the-Editor

[Date]

To the editor:

[This week is/Today kicks off] National Clinical Nurse Specialist Recognition Week (September 1 – 7). Not many people have heard of clinical nurse specialists (CNSs), but we are a crucial part of the health care system.

CNSs are advance practice registered nurses and we work across the spectrum of care—from the bedside, directly with patients and families, to collaborating with nurses and other disciplines, and to the executive suites with system leadership. We work across these spheres provide safe, high quality care.

For example, at [name of hospital or health system], I [insert a sentence or two about your CNS work.]

If every health care setting had CNSs, more patient care would be based on the latest research and best practices, our health care system would be safer and more efficient, and we would all benefit.

[Name], [Title]

[Organization]

[Phone Number] (not for publication)