Writing a letter to the Editor of your local newspaper can be a great way to get people listening. Letters to the Editor are read by many community members, as well as people of influence such as local MPs and Mayors.

You can find a full list of newspapers in circulation throughout Victoria on the [Australian Newspaper Directory](http://www.newspapers.com.au/VIC/) website.

**Quick tips:**

* **Follow your newspaper’s guidelines for submitting a letter to the Editor. This information can usually be found in the letter to the Editor section of the newspaper or on the Newspaper’s website. If in doubt though, just give the newspaper a call and ask what you need to do to submit your letter.**
* Keep your letter brief. Try to stick to a limit of 150-200 words.
* Make sure you proof read your letter or have someone proof read it for you before you send it in.
* **When sending your letter, make sure you include your address and contact details. Your address will sometimes be published along with your letter. If you do not feel comfortable with this, you should contact the newspaper to discuss your concerns, and request your name be withheld.**
* Be persistent. Newspapers often receive a large number of letters to the editor, and they can’t all be published straight away. Persistence usually pays off though. If your letter hasn’t been published within a week, you might want to contact the newspaper and/or resubmit your letter.

**How to structure your letter**

1. Start with the words “Dear Editor”.
2. Try to make your first sentence count. The aim is to grab peoples’ attention and make sure they continue reading.
3. Introduce the issue. Explain why it is important to you and how it might affect other local people.
4. Explain what needs to be done to fix the issue or what action you want other readers to take.
5. Be respectful. Rude letters are often not considered.
6. Sign off with the words, “Yours Sincerely”, followed by your full name and suburb.

**Sample letter to the Editor, sent by email**

Mr Joe Bloggs

Suite 2.5, 424 St Kilda Road

Melbourne VIC 3004

Ph: 1300 135 090

Dated: 9 April 2021

**Subject: Lets Fix Our Aged Care System Once and For All!**

Dear Editor

We can’t wait any longer – the time for change is now!

I’ve been on the waiting list for an aged care package for 18 months. I have severely restricted mobility and until I get this support, I can’t leave my home and be a part of my community. Sadly, my situation is not unique. The failings of our aged care system continue to compromise the rights, dignity and independence of older residents in a range of ways. This has been extensively demonstrated throughout the Royal Commission into Aged Care Quality and Safety, which I hoped would fix our aged care system once and for all.

The Royal Commission’s recommendations, handed down in March, clearly outline what needs to be done to fix our aged care system. Change cannot come soon enough though! I encourage all readers who are affected by this issue to contact their Local MP and ask them to raise this matter with Minister for Senior Australians and Aged Care Services, Richard Colbeck. The Minister must take urgent steps to implement the Royal Commission’s recommendations. Older Australians and their families have waited long enough,

Yours Sincerely,

Joe Bloggs

Melbourne Resident