

Letters to the Editor:

Put "Letter to the Editor" in the subject line.

Put your letter in the body of the e-mail (not an attachment).

If submitting your letter to more than one paper, do so in separate e-mails and try to change the letter (at least slightly) from one paper to the next.

Include your full name, address, and telephone number so that they can reach you with questions if necessary. (Your address and phone number will not be published.)

Letters may be edited by the papers for clarity and length.

For suggestions on writing an effective LTE please see below.

Local Papers:

Daily Freeman: letters@freemanonline.com.

Kingston Times; Dan Barton, Editor: kingstontimes@ulsterpublishing.com

New Paltz Times; Debbie Alexa, Editor: newpaltztimes@ulsterpublishing.com

Saugerties Times; Will Dendis, Editor: saugertietimes@ulsterpublishing.com

Times Herald Record: letters@th-record.com

Watershed Post; Julia Reischel, Editor: at editor@watershedpost.com

Woodstock Times; Brian Hollander, Editor: woodstocktimes@ulsterpublishing.com

To write an effective LTE:

- Keep it short (under 300 words- better is 150-200 words)
- Address no more than 1 to 2 key points
- Eliminate unnecessary words like "I think" (it's obvious)
- Use verified facts
- Balance criticism with a positive
- Ask readers for action
- This includes your elected representatives — by including their names in the letter and asking for action, you can get their attention
- Point people to a source for more information or to engage in action
- Please proofread

(Suggestions from: http://reclaimdemocracy.org/effective_letters_editor/)