

## **Where to Send Letters**

### **MAIL:**

Your Views  
The Oklahoman  
P.O. Box 25125  
Oklahoma City, OK 73125

### **E-MAIL:**

Yourviews@oklahoman.com

## **Requirements**

- Letters should be 225 words or less.
- A full name and complete postal address, including zip code, must accompany your letter. (This is needed for verification. Your address won't be published.)
- "Name withheld" letters are not accepted. Nor are letters signed only with initials or a first initial and last name.
- E-mailed letters cannot be sent as attachments.
- Authors are limited to one letter every 28-42 days, depending on volume.
- When referring to a news story or previous letter published in Your Views, cite the headline or letter writer's name and the date of publication.

## **Other Tips**

- Be brief. Cover your topic in the fewest possible words. Get to your main point quickly. Stay focused on your key points. Avoid straying into unrelated topics or parenthetical expressions.
- Readability. Readers are attracted to short sentences. Avoid using too many numbers and prepositional phrases. Avoid cliches. Follow common rules of punctuation, grammar and spelling.
- Timeliness. Send your letter while the topic is timely, but not so quickly that you don't review what you have written before sending the letter.
- Fairness. Make your points on the merits rather than emotion. Avoid disparaging a group of people based solely on the actions of one member of that group.