

submitting a letter to the editor (LTE) via email

1. In the subject line, write LTE submission and if you'd like, the name or the angle of your LTE. Try to make it catchy as some editors get a lot of emails.
2. In the body of the email, write something along the lines of: Dear editor, please find below my LTE that I hope you'll consider publishing'
3. Then, copy/paste right there your LTE
4. Close your email by thanking the editor for their time and consideration and add your name, your postal code, city and province so they know that you're a real person. You can also include your phone number – this is likely more important when submitting an op-ed.
5. Keep your email to the editor simple, concise and to the point!

template

[subject] LTE submission: title of your LTE

Dear editor, please find below my LTE that I hope you'll consider publishing.

[copy/paste text of your LTE here]

Thank you for your consideration,

your name

your postal code/city/province

example

[subject] LTE submission: TB: a neglected deadly infectious disease

Dear Editor,

please find below my LTE that I hope you'll consider publishing.

World TB Day

Tuberculosis (TB) is one of the most deadly infectious diseases in the world, infecting about 10 million people and killing 1.4 million in 2019 alone despite it being both preventable and treatable.

Focusing on the current pandemic has led to the neglect of TB. In the midst of the COVID-19, resources to help fight TB became more difficult to access. People with TB are currently fighting against the pandemic along with a deadly disease; this makes them even more vulnerable.

Each year on March 24th, landmarks and buildings from around the world light up in red to support raising awareness for World TB day. Getting recognition is progress, but we must then take action. TB Reach, a partnership where their mission is to serve those who are vulnerable to TB is playing a large role to defeat TB by serving and ensuring the best health services amidst the COVID-19 pandemic.

Canada must maintain its investment in TB REACH by committing CAD\$85 million over five years to mitigate the devastating impacts that COVID-19 is having on people affected by TB.

Thank you for your consideration and I look forward to hearing from you,

Emily Huang

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