



Letter to the Editor (LTE) Toolkit for Supporting Boards of Elections

April 2025

This toolkit is designed to help you write a quick (usually less than 200 word) letter to the editor to advocate on behalf of election officials, call out the good work you've seen at your local county Board of Elections, and support the bipartisan, statutory processes election workers oversee in service of fair, secure, accurate and transparent elections.

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- [Sample LTEs to Uplift Boards of Elections and Fair Elections](#)

Background

Our elections are administered by the 88 county Boards of Elections (BOEs). Each BOE has a bipartisan team of staff (director and deputy director) and a four member board (2 Republicans, 2 Democrats) responsible for executing the county's elections processes per state law. The BOE staff works closely with the decision-making board to set agendas, budgets and programs, and ensure all of the work is carried out in a bipartisan way.

Over the last two years, BOEs have seen a tremendous increase in workload, potential physical and cyber security threats, and new requirements without matching funding for implementation.

This year, BOEs are facing additional threats to their work coming from both the federal ([SAVE Act](#); [White House Executive Order on elections](#)) and state ([Senate Bill 153](#); [House Bill 233](#)) level. In addition to disenfranchising millions of voters, these laws, if allowed to take effect, would compound the amount of work election officials must do and burden BOEs with significant new costs. The SAVE Act would even subject election workers to criminal prosecution if they make a mistake in the voter registration process, and opens BOEs up to frivolous public lawsuits.

In April, the Ohio House passed a budget that abolishes the Ohio Elections Commission, redirecting the Commission's duties to the Ohio Secretary of State and BOEs. BOEs are also dealing with new voter registration forms that introduce additional layers of election administration, a directive they received just as a statewide election was to begin. Neither of these changes came with additional funding. This is the pattern: more obligations, no resources to meet those obligations.

As voting rights advocates, we must help educate our communities about the growing pressures election officials face. At the same time, direct action is needed to bring these issues to the attention of the BOE board members, election officials, and county commissioners responsible for our election administration.

LTEs are an effective way to drive awareness to the public and our lawmakers of the growing challenges to the human and financial capacities of our BOEs as well as to amplify efforts to get them the resources they need to do their job. As important, these LTEs let election workers know they are seen and appreciated.

Our LTE talking points are below, along with general formatting tips and suggestions to help get your letter published. If you have questions or need assistance with your letter, please contact Kelly Dufour at kdufour@commoncause.org, Greer Aeschbury at greer@allvotingislocal.org, or Elisabeth Warner at ewarner@lwvohio.org for support.

Talking Points

- Vote no on SB153/HB233!
- Unfunded mandates: Changes to election law rarely come with funding support. This not only makes the vital but difficult work of an election worker harder, it takes time and resources away from helping voters and safeguarding election security.
- Big changes to election law should happen slowly: Massive changes to election law pushed through the legislature without deep review by experts and impacted communities are prone to error, creating confusion for voters and the election officials who bear the burden of administration and compliance, escalating risks to election accuracy, and wasting taxpayer dollars.
- Recent election law changes not yet implemented: BOEs are still working to get previous election law, like the 2023 DATA Act, into place. New law shouldn't be considered until election officials are given resources to administer existing law.
- Personal risk: Some new and proposed laws put election workers at unnecessary personal risk, adding more stress to an already difficult job and discouraging prospective election workers.
- Gratitude: We see your challenges and are grateful for you, BOE friends!
- For general messaging in support of BOEs and a helpful formula to use when writing, go [here](#).

Tips for Composing Your LTE

- Make it short and get right to the point.
- Use plain language, put it in your own words.
- Respect your reader.
- Do not submit a form letter; newspapers are interested in original comments.
- Linking your comment to a specific recent news story or opinion piece can show you are a reader/subscriber.

- It is OK to refer to a recent LTE, editorial or guest column/op-ed on the same topic, especially if you have a contrary opinion (newspapers like to think they are engaging their readers in dialogue).
- Include your name, street address, daytime phone number and email address (these won't be published but will allow the paper to contact you to verify that you sent it).

Tips for Getting Your LTE Published

- Letters to the editor are typically published on the opinion page or section online.
- Adhere to the specified word limit of the newspaper. If no specific word limit is provided, keep your LTE under 200 words. This also helps ensure that your LTE makes it into the print version of the newspaper if there is one.
- Letter writers don't need to establish specific credentials for commenting on a particular topic.
- Send the letter electronically either in the body of an email or in an attached word doc.
- Don't send a PDF (difficult to edit and newspapers may need to edit your letter for length, style or to correct misspellings).
- Don't mail a typed or handwritten letter.
- Look at the opinion section of the newspaper you are targeting to determine where to email your letter.

Submitting to a Local Newspaper

A summary of major Ohio newspaper requirements and media outlets by region are below. Please keep in mind that it can be helpful to refer to a recent relevant article or op-ed in your LTE to make it more timely. Be sure to check your city's paper to find guidance on word count.

Here are many helpful links for local papers, but if you are submitting to another paper, you can often find their preferred way of submission at the bottom of a newspaper's website in their footer (look for "submit news" or "contact us").

- **Akron Beacon Journal:** beaconjournal.com. All letters must have the writer's name, address and daytime telephone number for confirmation purposes. All letters are subject to editing. Maximum length for letters is 300 words. Email: VOP@thebeaconjournal.com
- **Athens News:** athensnews.com. Send your letters to the editor and news tips to: news@athensnews.com or submit the LTE submission form (deadline is noon on Monday)
- **Cincinnati.com/The Enquirer:** cincinnati.com. Letters to the editor must be less than 100 words. Submit here or to letters@enquirer.com.
- **Cleveland.com/The Plain Dealer:** cleveland.com. Submit letters to the editor with 200 words or less [here](#).
- **Dayton Daily News:** daytondailynews.com. To submit a letter to the editor, email: Edletter@coxinc.com.
- **Lima News:** limaohio.com. Letters should be between 150 to 275 words, should refer to an article that has appeared in print or online, and must include the writer's address and phone numbers. Submit a letter to the editor [here](#).
- **Sandusky Register:** <https://sanduskyregister.com>. If you want to submit a Local Voices column, please email it to brandonaddeo@tandemnetwork.com or submit it [here](#).

- **The Columbus Dispatch:** dispatch.com. Find information for submitting letters to the editor [here](#).
- **The Morning Journal:** <https://www.morningjournal.com> (Lorain/western Cuyahoga newspaper). Send your letter to the editor to: letters@morningjournal.com.
- **Toledo Blade:** You can submit here: <https://www.toledoblade.com/letterstoeditor> or email to: letters@theblade.com.

Additional Outlets by Region

NORTHEAST OHIO

- Akron Beacon Journal vop@thebeaconjournal.com
- Alliance Review 330-821-1200
- Ashland Times-Gazette letters@times-gazette.com
- Ashtabula Star-Beacon [Submit a Letter](#)
- Canton Repository letters@cantonrep.com
- Cleveland Plain Dealer [Submit a Letter](#)
- Coshocton Tribune [Submit a Letter](#)
- Elyria Chronicle-Telegram letters@chroniclet.com
- Lisbon Morning Journal [Submit a Letter](#)
- Lorain Morning Journal letters@morningjournal.com
- Mansfield News Journal [Submit a Letter](#)
- Massillon Independent letters@indeonline.com
- Medina Gazette letters@medina-gazette.com
- Ravenna Record-Courier editor@recordpub.com
- Salem News [Submit a Letter](#)
- Steubenville Herald-Star [Submit a Letter](#)
- Warren Tribune Chronicle [Submit a Letter](#)
- Willoughby News-Herald comment@news-herald.com
- Wooster Daily Record letters@the-daily-record.com

NORTHWEST OHIO

- Bellefontaine Examiner tjhubbard@examiner.org
- Bryan Times [Submit a Letter](#)
- Bowling Green Sentinel-Tribune: letters@sentinel-tribune.com
- Bucyrus Telegraph-Forum [Submit a Letter](#)
- Daily Chief Union [Submit a Letter](#)
- Daily Standard [Submit a Letter](#)
- Defiance Crescent-News [Submit a Letter](#)
- Findlay Courier letterstotheeditor@thecourier.com
- Fremont News-Messenger [Submit a Letter](#)
- Kenton Times [Submit a Letter](#)
- Lima News [Submit a Letter](#)
- Miami Valley Today [Submit a Letter](#)
- Port Clinton News-Herald [Submit a Letter](#)
- Sandusky Register regforum@sanduskyregister.com
- Sidney Daily News [Submit a Letter](#)
- St. Marys Evening Leader [Submit a Letter](#)
- Toledo Blade letters@theblade.com
- Van Wert Times Bulletin egebert@timesbulletin.com

CENTRAL OHIO

- Chillicothe Gazette [Submit a Letter](#)
- Columbus Dispatch [Submit a Letter](#)
- Delaware Gazette [Submit a Letter](#)
- Lancaster Eagle-Gazette [Submit a Letter](#)
- Morrow County Sentinel [Submit a Letter](#)
- Mount Vernon News samantha.scoles@mountvernonnews.com
- Newark Advocate [Submit a Letter](#)
- Marion Star [Submit a Letter](#)
- Washington C.H. Record-Herald [Submit a Letter](#)
- Zanesville Times Recorder [Submit a Letter](#)

SOUTHEAST OHIO

- Athens Messenger info@athensmessenger.com
- Athens News [Submit a Letter](#)
- Daily Jeffersonian newsroom@daily-jeff.com
- Dayton Daily News [Submit a Letter](#)
- Gallipolis Daily Tribune [Submit a Letter](#)
- Ironton Tribune [Submit a Letter](#)
- Logan Daily News [Submit a Letter](#)
- Marietta Times [Submit a Letter](#)
- Martins Ferry Times Leader [Submit a Letter](#)
- Pomeroy Daily Sentinel [Submit a Letter](#)
- Portsmouth Daily Times [Submit a Letter](#)

SOUTHWEST OHIO

- Cincinnati Enquirer [Submit a Letter](#)
- Daily Advocate cchalmers@aimmedianetwork.com
- Daily Court Reporter dcr120@bex.net
- Dayton Daily News edletter@daytondailynews.com
- Fairborn Daily Herald [Submit a Letter](#)
- Hamilton Journal-News [Submit a Letter](#)
- Hillsboro Times-Gazette [Submit a Letter](#)
- Springfield News-Sun [Submit a Letter](#)
- Xenia Daily Gazette [Submit a Letter](#)
- Wilmington News-Journal [Submit a Letter](#)