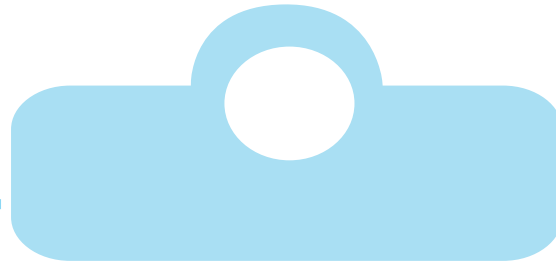# Checklist for Letter Writing

Answer each question about your letter by putting a check next to the YES, NOT YET, or CORRECTED column.

	YES	NOT YET	CORRECTED
Does the letter have neat handwriting?	☐	☐	☐
Is the date included?	☐	☐	☐
Does the letter start with a greeting?	☐	☐	☐
Is the name of person capitalized?	☐	☐	☐
Does the letter include a message or body?	☐	☐	☐
Does the letter make sense?	☐	☐	☐
Does the letter end with a closing?	☐	☐	☐
Is it signed by the sender?	☐	☐	☐