

Letter Checklist

Name: _____

Date: _____

Use this template to help you correctly format and draft your own letter. Be sure to include proper punctuation in the address (if you include one), after the greeting, and in the closing.

Main Parts

- Date
- Greeting
- Body
- Closing
- Signature

Sample Closings

- | | |
|---------------|----------------|
| Yours truly, | Gratefully, |
| Love, | Sincerely, |
| Your friend, | Faithfully, |
| Regards, | Peace, |
| Warm regards, | In solidarity, |

Conventions

- Proper nouns (names of people, specific places, and things) are capitalized
- Comma after the greeting and closing
- Comma between the city and state in the address (Oakland, CA)
- Date: Comma between the date and the year (May 25, 2017)
- Complete sentences, not fragments
- Ending punctuation on all sentences
- Spell-check

Format

- Whether you indent each paragraph or not, this formatting is consistent
- Your words are held inside the margins neatly and consistently
- There is proper spacing in between the main parts and the paragraphs