

Author's Name: _____

Editor's Name: _____

Letter Formatting Checklist

	Yes	No
Heading: <input type="checkbox"/> Does the letter have a heading in the top right corner?		
Greeting: <input type="checkbox"/> Does the letter have a greeting on a line by itself with a comma? ○ Example: Dear John,		
Body: <input type="checkbox"/> Does your letter have a body with: ○ Paragraphs? ○ Topic Sentences? ○ Detail Sentences? ○ Conclusion sentence?		
Closing: <input type="checkbox"/> Is there a closing on a line by itself?		
Signature: <input type="checkbox"/> Is the letter signed on a line by itself?		
Conventions: <input type="checkbox"/> Does the letter have capital letters at the beginning of every sentence? <input type="checkbox"/> Does the letter have question marks and periods in the right place? <input type="checkbox"/> Have you spell checked all words you're not POSTIVE about?		

"The wastebasket is a writer's best friend."
Isaac Bashevis Singer (1904 – 1991)

