

Is your letter ready to be mailed?

Complete the checklist below to find out.



CHECKLIST

- Did you edit your letter for correct spelling, grammar, and punctuation?

About Your Letter

1. To whom are you writing?

2. What is their mailing address?

Did you include:

- Heading
- Greeting
- Body
- Closing
- Signature

- Did you fold your letter and put it in an envelope?

- Did you write the address on the envelope?

- Did you write the return address on the envelope?

- Did you place a stamp on your envelope?

If you checked every box above, you are ready to mail your letter!

