

Name \_\_\_\_\_

Date \_\_\_\_\_

## Business Letter Checklist

- I followed the directions for writing a business letter.
- I included a heading, which is my address.
- I wrote the date below my address.
- I included the address of the person to whom I am writing.
- I have a greeting.
- I used a colon after my greeting.
- All the names and addresses are spelled correctly.
- In my first paragraph, or introduction, I describe who I am.
- In the first paragraph, I explain the purpose of my letter.
- I express my viewpoint on this topic or explain my request.
- I use facts, details or my experiences to support my viewpoint or request.
- I tell the person receiving this letter what I think should be done about this issue.
- I thanked the person or organization for reading my letter.
- I used a closing to end my letter.
- I signed my name at the end of my letter.
- The information in my letter is correct.
- My letter is polite.
- I checked my writing for misspelled words.
- I checked my writing for errors in punctuation.
- My letter is neat.