

****CXC Examination Letter Writing Checklist****

1. **Sender's Address**

- [Your Name]
- [Your Address]
- [City, Postal Code]
- [Date]

2. **Recipient's Address**

- [Recipient's Name]
- [Recipient's Title/Position]
- [Organization/School Name]
- [Address]
- [City, Postal Code]

3. **Salutation**

- Dear [Recipient's Name],

4. **Subject Line (if applicable)**

- Subject: [Brief Topic of the Letter]

5. **Introduction**

- State the purpose of the letter clearly.
- Include any relevant background information.

6. **Body of the Letter**

- First paragraph: Expand on the purpose with specific details.
- Second paragraph: Provide additional information or supporting details.
- Third paragraph (if necessary): Address any questions or concerns.

7. **Conclusion**

- Summarize the main points.
- State any actions required or next steps.

8. **Closing**

- Sincerely/Best regards/Kind regards,
- [Your Name]
- [Your Contact Information]

9. **Attachments (if any)**

- List any documents included with the letter.

10. **Proofreading**

- Check for grammatical errors and typos.
- Ensure clarity and conciseness of the message.

11. **Final Review**

- Verify addresses and names.
- Confirm the format is professional and appropriate.

****End of Checklist****