GGT Letter Checklist for Accuracy
1. **Sender Information**
 - [ ] Name
 - [ ] Address
 - [ ] Phone Number
 - [ ] Email Address
 - [ ] Date
2. **Recipient Information**
 - [ ] Name
 - [ ] Title/Position
 - [ ] Company/Organization
 - [ ] Address
3. **Subject Line**
 - [ ] Clearly state the purpose of the letter
4. **Salutation**
 - [ ] Appropriate greeting (e.g., "Dear [Name],")
5. **Body of the Letter**
 - [ ] Introduce the purpose of the letter
 - [ ] Provide relevant details
 - [ ] Include specific data/figures if applicable
 - [ ] Use clear, concise language
 - [ ] Ensure proper grammar and punctuation
6. **Conclusion**
 - [ ] Summarize key points
 - [ ] State the desired action or response
 - [ ] Offer to provide further information if needed
7. **Closing**
 - [ ] Appropriate closing phrase (e.g., "Sincerely,")
 - [ ] Signature (if printed)
 - [ ] Printed name
 - [ ] Position/Title if applicable
8. **Attachments (if any)**
 - [ ] List of attachments included
 - [ ] Ensure all referenced documents are attached
9. **Proofreading**
 - [ ] Check for spelling errors
 - [ ] Verify facts and figures
 - [ ] Ensure consistency in formatting
10. **Final Review**
 - [ ] Ensure adherence to any specific guidelines or requirements
 - [ ] Confirm delivery method (e.g., email, postal mail) and address accuracy