Letter Format Checklist for KJV Students
1. **Sender's Address**
 - [Your Name]
 - [Your Address]
 - [City, State, ZIP Code]
 - [Email Address]
 - [Date]
2. **Recipient's Address**
 - [Recipient's Name]
 - [Recipient's Address]
 - [City, State, ZIP Code]
3. **Salutation**
 - Dear [Recipient's Name],
4. **Body of the Letter**
 - **Introduction**
 - Briefly introduce the purpose of the letter.
 - **Main Content**
 - Discuss the main points or information.
 - Include relevant details supporting your message.
 - **Conclusion**
 - Summarize key points or state any call to action.
5. **Closing**
 - Sincerely,
 - [Your Name]
6. **Optional Elements**
 - **Postscript (P.S.)**
 - **Enclosures** (if any)
7. **Formatting**
 - Use a clear font (e.g., Times New Roman, Arial).
 - Keep appropriate margins (1 inch).
 - Ensure proper spacing (single or double).
 - Check for spelling and grammar.
8. **Review**
 - Read through for clarity and conciseness.
 - Verify addresses and names are spelled correctly.