

****Letter Format Checklist****

1. **Sender's Address:**

- Complete address (Your Name)
- Street address
- City, State, Zip Code
- Date

2. **Recipient's Address:**

- Complete address (Recipient's Name)
- Street address
- City, State, Zip Code

3. **Salutation:**

- Proper greeting (e.g., "Dear [Recipient's Name],")

4. **Body of the Letter:**

- Introduction (statement of purpose)
- Main content (details and information)
- Conclusion (summary or closing statement)

5. **Closing:**

- Complimentary close (e.g., "Sincerely," or "Best regards,")
- Signature (handwritten if sending a hard copy)
- Typed name

6. **Enclosures (if applicable):**

- Notation of any enclosed documents (e.g., "Enclosure: [Document Name]")

7. **Formatting:**

- Consistent font style and size
- Proper spacing (single or double)
- Margins (usually 1 inch on all sides)

8. **Proofreading:**

- Check for spelling and grammar errors
- Ensure clarity and coherence

9. **Additional Notes:**

- Use of formal language
- Avoidance of slang or overly casual expressions