

****Checklist for Letter Format Assignment Submission****

1. ****Letterhead (if applicable)****
 - Institution/Organization Name
 - Address
 - Contact Information
2. ****Date****
 - Correct date format
 - Positioned correctly
3. ****Recipient's Information****
 - Name
 - Title
 - Organization
 - Address
4. ****Salutation****
 - Appropriate greeting (e.g. "Dear [Recipient's Name],")
5. ****Body of the Letter****
 - Introduction
 - Main Content
 - Conclusion
6. ****Closing****
 - Appropriate closing phrase (e.g. "Sincerely,")
 - Signature space
7. ****Your Information****
 - Your Name
 - Your Title (if applicable)
 - Your Contact Information
8. ****Formatting****
 - Font type and size
 - Margins
 - Spacing (single or double)
9. ****Proofreading****
 - Check for grammar and spelling errors
 - Ensure clarity and coherence
10. ****Submission Method****
 - Confirm the submission platform (email, online portal, or printed copy)
 - Follow any specific instructions provided
11. ****Due Date****
 - Confirm the submission deadline
12. ****Make Copies****
 - Keep a copy for your records before submitting