

Final Draft Checklist for a Friendly Letter

When writing your friendly letter, check it against this list to be sure there is nothing you can fix or improve:



- _____ The header contains the date with the day and month capitalized.
- _____ There is a comma between the day and month if they are next to each in the header. (Monday, May 1)
- _____ There is a comma between the date and year if they are next to each other in the header. (May 1, 2020)
- _____ The salutation is capitalized and followed by a comma. (Dear Mom,)
- _____ The first word in the body is capitalized.
- _____ All capitalization, punctuation, and grammar in the body are correct.
- _____ The closing is capitalized and followed by a comma. (Love,)
- _____ The signature is capitalized.
- _____ If there is a postscript, the letters are capitalized and followed by periods. (P.S.)