

## BUSINESS LETTER

### INGREDIENT CHECKLIST

- I followed the recipe and directions on the worksheet for writing a business letter.
- I included my address.
- I wrote the date below my address.
- I included the address of the person to whom I am writing.
- I wrote a greeting and I used a colon after my greeting.
- I checked to see that the names and addresses were spelled correctly.
- In my first paragraph (introduction) I described who I am and the purpose of my letter.
- I expressed my viewpoint on a particular topic or explained my request.
- I used facts, details or my experiences to support my viewpoint or request.
- I told the person receiving this letter what I think should be done about this issue or request.
- I thanked the person or organization for reading my letter.
- I used a closing followed by a comma to end my letter.
- I signed my name at the end of my letter.
- I checked to see that the information in my letter was correct.
- My letter is polite.
- I checked my writing for misspelled words.
- I checked my punctuation.
- My letter is neat and legible (or typed).