Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Block: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Friendly Letter Checklist**

|  |
| --- |
| *Directions: Read through the checklist and make sure that you have included all items in your friendly letter!*  *Before your final draft….make corrections, as necessary! You may start on your final draft once you have checked off all items on this checklist!* |

**{Heading}**

* Upper right hand corner
* Includes the address & date
  + 713 Ramsey Street

Nashville, TN 37206

September 15, 2015

**{Greeting}**

* Skip a line in between Heading and Greeting
* Begins with “Dear”
* Includes name of 6th grader
* Comma after name

**{Body}**

* Three body paragraphs
* Each paragraph is 5-8 sentences in length
* Indent and skip a line in between each body paragraph
* Answer questions asked in the letter you received (if any)
* Talk about your experiences so far in 5th grade

**{Closing}**

* Skip a line in between last body paragraph and closing
* Bottom right hand corner
* Comma after closing

**{Signature}**

* Sign you name in cursive
* Include first and last name