

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

Author  Teacher  Parent  Peer  
\_\_\_\_\_  
(Name of editor)

## Revising a

## Letter



One suggestion I have for the writer of this letter to consider is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Criteria for writing a Letter: ✓

1. Was it clear who the letter was for?
2. Did the letter communicate a message?
3. Was the letter well organized with an introduction, body and conclusion?
4. Did the introduction communicate the reason for the letter?
5. Did the conclusion summarize the information in the letter?
6. Was the closing good for this type of letter?
7. Did the author use some key words (e.g. Dear, Hello, Sincerely, Love)?

YES

SOME

NO

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