

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

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

Author  Teacher  Parent  Peer

\_\_\_\_\_  
(Name of editor)

## Revising a

## Letter



1. Was this a friendly letter or formal letter? How did you know?

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

2. Do any sections (introduction, body or conclusion) need more information?  
Give some suggestions:

\_\_\_\_\_

3. Was the closing good for this type of letter? Can you suggest another way to say goodbye?

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

4. One suggestion I have for the writer of this letter is:

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

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