# Revising and Editing Friendly Letters

# Name: Date:

## Use the following checklists to help you revise and edit your friendly letter.

**Revising**

Check your first draft.

|  |  |  |
| --- | --- | --- |
|  | Did you say all of the important things? | |
|  | Did you remember the five parts of a letter? | |
|  | |
|  | |
|  | |

**Editing**

Check for errors.

|  |  |
| --- | --- |
|  | Check your sentences for capital letters. |
|  | Check for punctuation and spelling. |
|  | Make sure your letter looks nice. |

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