**Revising and Editing—Letters**

Use the following checklist to improve your letter.

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|  | **Ideas** Does my letter have one clear focus? Do I support the focus with details? Do I state what I want the reader to do? |
|  | **Organization** Does my opening get the reader’s attention and state my reason for writing? Is the middle well organized? Do I end the letter well? |
|  | **Voice** Does my voice sound reasonable and respectful? |
|  | **Word Choice** Have I used clear, fair language? |
|  | **Sentence Fluency** Does my letter read smoothly and clearly? |
|  | **Conventions** Have I carefully checked punctuation, capitalization, spelling, and grammar? Have I followed the letter format? Have I correctly addressed and stamped my envelope? |

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