

Wrightslaw - Effective Letter Writing Checklist

Format:

- 1. Letterhead includes name, address, and telephone number, and date. (Typically centered in standard business format.)
- 2. Inside address complete, correct, and includes title.
- 3. Reference: Includes child's name, DOB, and School.
- 4. Single-spaced with 2 spaces between paragraphs.
- 5. Appropriate greeting included at the beginning (Dear...) and appropriate closing at the end (Sincerely...).
- 6. Attachments, enclosures, and copies noted correctly, placed below signature.

Editing:

- 7. Waited 24 hours before editing first draft.
- 8. Double-spaced first draft in Courier 14 point font.
- 9. Unnecessary words, adjectives, adverbs removed.
- 10. Ran spelling and grammar check, then *rechecked* spelling again.

Content

- 11. One-page only.
- 12. Wording is cordial, diplomatic, unemotional, clear, and accurate.
- 13. Sentences and paragraphs are short and easy to read.
- 14. Clear, brief explanation of why you are writing.
- 15. Clear, brief statement of what you want the reader to do.
- 16. Request for action clearly stated in the first paragraph.
- 17. Includes supporting information for your requests.
- 18. No *demands* for action included.
- 19. Ended with a courtesy.
- 20. Included your complete and correct contact information.