GET YOUR LETTER MAILBOX-READY!

You have written a meaningful letter to someone you care about. Now it’s time to create a final copy of your letter and mail it to its destination!

Answer the questions below to make sure that your letter is ready to be stamped and mailed.

About Your Letter
1. To whom are you writing? 
   ______________________________________________________________________

2. What type of letter are you writing?
   ☐ thank-you letter  ☐ fan letter
   ☐ thinking-of-you letter  ☐ letter of support
   ☐ other: ______________________

Checklist
☐ Did you edit your letter for correct spelling, grammar, and punctuation?

☐ Did you capitalize...
   ☐ the month in the date?
   ☐ the address?
   ☐ people’s names?
   ☐ the greeting?
   ☐ the closing?

☐ Did you use a comma...
   ☐ between the city and the state?
   ☐ between the date and the year?
   ☐ after the greeting?
   ☐ after the closing?

☐ Did you find the address? Write it here:

☐ Did you find the ZIP Code™? Write it here:

☐ Have you written the address on the envelope?

☐ Have you written the return address on the envelope?

☐ Did you place a stamp on your envelope?

If you said yes to all of the above, you are ready to mail your letter with your class!