Friendly Letter Checklist

Check	Look for:
	Heading/date
	Line space
	Greeting (with comma)
	Line space
	Who?
	What?
	Where?
	When?
	Why?

Friendly Letter Checklist

Check	Look for:
	How?
	Capital (to start each sentence)
	Period . (to end each sentence)
	Commas , (in the Greeting and in the Closing)
	Exclamation mark !
	Question mark ?
	Closing (with comma)
	Line space
	Signature (your name)