**Writing a Letter Checklist**

**Make sure to include these within your letters…**

Heading

* Address



Greeting

* Examples: Hello, Dear Mr. and Mrs, Good Evening
* Follow with a comma
* Skip a line



Body

Examples:

* What happened to Harry’s parents
* Why this is the best place for him
* What will happen in the future with Harry
* Any special instructions/things to watch out for

Format:

* Skip a line



Closing

* Sincerely



Name