



Friendly Letter Sample and Template

Check off the points below. If your letter does not match these, you will lose five (5) points for each item that is incorrect.

1. Did you include an inside address and date, that **MUST** be LEFT ALIGNED and tabbed 4 inches from the left margin?
2. Do you have a greeting that is left aligned with the margin and ends with a comma?
3. Did you indent each paragraph by ½" (1 tab)?
4. Did you put extra spaces after the greeting and after each paragraph (and the letter **must** have at least two paragraphs) and after the last paragraph?
5. Did you tab your closing, signature and name (optional) to ALIGN LEFT with the same tab as the inside address and date?
6. Did you sign your letter? (Note: if your signature is unreadable, include your name typed below it)