

## Parts of the Business Letter Checklist

A business letter, unlike a friendly letter, is a clear, concise document that is sent for a purpose. The following questions should guide you in writing a good business letter.

	<b>Please Circle</b>	
The purpose of the letter (request information, register product, make a complaint/compliment, write editor or public official) is clear.	Yes	No
The audience is specific.	Yes	No
The body of the letter is well organized and to the point.	Yes	No
The letter is courteous even if it lodges a complaint.	Yes	No
Necessary information (dates, model numbers, etc.) has been given.	Yes	No
The six parts of a business letter are included and in the proper order: Heading Inside Address Salutation Body Complementary Close Signature	Yes	No
The letter follows consistent block or semi-block (modified) block form.	Yes	No
The letter is neat and uses formal language (no slang or contractions)	Yes	No
Letter is edited for spelling, capitalization, punctuation, and complete sentences.	Yes	No
The envelope is complete and accurate with return address and recipient address in correct positions.	Yes	No

Peer's comments on effectiveness.

**WRITER NOTE:** Please correct any **No** that has been circled and submit your letter again to be edited.