

Name: _____

Type of Letter: _____

Proofreading Business Letters: Whether you or someone else types your letters, you are the one responsible for the careful editing that makes each letter sound and look professional. Use this checklist to as proofreading guide.

Form and Appearance

- The letter carefully follows block format (words are aligned on left – no indentations)
- The margins are correct and even, single spaced, and there is spacing between the inside address, the salutation, the body, body paragraphs, closing, (Sincerely) and typed name of sender
- There is equal “white space” above and below the body of the letter
- The letter is signed in ink between the closing and the typed name of the sender

Organization

- The letter states its purpose clearly, right away
- The explanation/message gives the reader complete and accurate details
- The letter states exactly what you want the reader to do

Wording and Tone

- The letter is not wordy, cliched, or vague
- The letter begins, continues, and ends with a courteous tone

Punctuation

- A comma separates the city and state, but not the state and ZIP
- A colon is used after the salutation and a comma after the closing

Capitalization

- The names of streets, cities, months, and people are capitalized
- The title of the reader, the name of the department, and the name of the company are capitalized in the inside address.
- The word *Dear* and all nouns in the salutation are capitalized, and the closing is capitalized

Spelling

- The reader’s name is spelled correctly in both the inside address and the salutation
- The numbered streets from First to Tenth are spelled out, but figures are used for higher numbers
- The names of cities, streets, and months are spelled out. Any abbreviations used are correct.
- All words are spelled correctly, including homophones