

## Letter Writing Checklist (Older Students)

The letter includes all the required parts of a letter:

- Heading
- Date
- Greeting
- Body of letter contains
  - contains background information about the issue
  - clearly states reasons supporting the writer's stance
  - includes examples, facts, details etc. that support the writer's stance
  - explains how the reader's decision or support can have a positive impact on elephants
  - contains a call to action/ask
- Closing
- Signature

The letter contains:

- correct spelling
- correct capitalization
- correct punctuation
- sentences that are complete and make sense
- correct formatting
- a professional tone
- a well-thought-out argument