

Name _____

Request Letter

_____ Return Address (5 pts)

- Hereford Address
- return X 4 with 3 spaces

_____ Date (5 pts)

- proper format (September 12, 2005)
- return X 2 with 1 space

_____ Recipient's Address (5 pts)

- name
- c/o if necessary
- street address
- city, state, zip
- return X 2 with 1 space

_____ Salutation (5 pts)

- proper format (Dear Mr. _____:)
- return X 2 with 1 space

_____ Body of Letter (60 pts)

- First Paragraph states who you are & why you are writing (15)
- 2nd/3rd Paragraph(s) states why you admire person and a request is made (15)
- 3rd/4th Paragraph(s) tells how to respond and thanks them (15)
- Proper grammar, spelling, no contractions and spacing (15)

_____ Closing (5 pts)

- proper closing with a comma (Sincerely,)
- return X 4 with 3 spaces
- signature
- typed name
- enclosure(s) (if necessary)

_____ Envelope(s) (10 pts)

- correct address
- neatness

_____ Mailed (5 pts)

_____ Grade