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| Letter Editing Check List | Y/N |
| Capitalization (R r) |  |
| Punctuation (. ? !) |  |
| Spelling (Correkt letturs) |  |
| Paragraphs (At least 2) |  |
| Questions (At least 2) |  |
| Life Updates (At least 2) |  |
| Expression of gratitude (At least 1) |  |
| Correct Heading Format (Address and Date) |  |
| Greeting |  |
| Closing  |  |
| Signature  |  |