# Year 3 Writing an email checklist

| Did I...? | |
|---|---|
| Write an email address in the 'To' and 'From'? | |
| Write what the email is about in the 'Subject'? | |
| Start the email by writing "Dear"? | |
| End the email by writing "Love" or "Best regards"? | |
| Write my name at the bottom? | |
| Tell the reader what the email is about? | |
| Use descriptive words to give more details? | |
| Use proper punctuation and capital letters? | |