

Features of Formal Letters Checklist

Does your formal letter include...



the sender's address?	<input type="checkbox"/>
the address of the recipient?	<input type="checkbox"/>
the greeting 'Dear Sir/Madam' if you dont know the recipient or 'Dear Mr/Mrs/Miss (surname) If you know the recipient?	<input type="checkbox"/>
an introduction?	<input type="checkbox"/>
formal sentence starters such as 'I am writing to inform you' or 'I would like to express'?	<input type="checkbox"/>
details organised into paragraphs?	<input type="checkbox"/>
a conclusion saying what needs to happen next?	<input type="checkbox"/>
'yours faithfully' if you don't know the recipient or 'Yours sincerely' if you do know the recipient when you have finished the letter?	<input type="checkbox"/>
your name at the end?	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>