

CHECKLIST: LETTER

Features of a letter

Is the letter **formal** or **informal**?

Is the **address** in the top right hand corner of the page?

Does the **date** of the letter come underneath the address?

Does the letter start with Dear... or another type of **greeting**?

Is the reason for writing clearly given in the first paragraph?

Is there a clear beginning, middle and end?

Does it keep the reader interested -using well chosen words?

Has the letter been **signed off** correctly eg. Yours sincerely, yours faithfully etc.