

Features of a Formal Letter Checklist

	✓	✓	✓
Did I...	Child	Friend	Teacher
Structure and Language			
write my own address in the top right hand corner of the letter?			
write the address of the recipient in the top left, beginning just below the address I am writing to?			
put the greeting Dear Sir/ Madam if I don't know the recipient or Dear Mr/Mrs/ Miss (surname) if I know the recipient?			
write an introduction saying who I am and why I am writing the letter?			
write a conclusion saying what I want to happen next?			
finish with 'Yours faithfully' if I don't know the recipient or 'Yours sincerely' if I do know the recipient?			
put my name?			
use formal persuasive language?			
Punctuation and Grammar			
link ideas across sentences or paragraphs using adverbials?			

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You were good at...			
Next time it might be better if...			