

**Checklist - Informal Letters
(writing to someone you know)**



Feature	Check / Notes
Your address (on right hand side)	
Dear	
Chatty friendly style	
Date under address	
Begin with dear/hello/hi	
Ask questions	
End with – bye for now, see you soon, lots of love	
End with a friendly statement	
Do not write their address (on the left)	
Paragraphs	
Name at the bottom	
What could make my writing better?	