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Features of Formal Letters Checklist

Does your formal letter include... ✓

your own address written in the top right hand corner of the letter?	
the address of the recipient written in the top left, beginning just below your own address?	
today's date written on the right hand side of the letter, starting below the address you are writing to?	
the greeting ' Dear Sir/Madam ' if you don't know the recipient or	
the greeting ' Dear Mr/Mrs/Miss/Miss ' (surname) if you know the recipient?	
an introduction, stating the purpose of the letter and who you are?	
a conclusion, including any expectations, closing remarks and final words?	
' Yours faithfully ' if you don't know the recipient or	
' Yours sincerely ' if you know the recipient?	
your name or signature?	

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Teacher

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today's date written on the right hand side of the letter, starting below the address you are writing to?			
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the greeting ' Dear Mr/Mrs/Miss/Miss ' (surname) if you know the recipient?			
an introduction, stating the purpose of the letter and who you are?			
a conclusion, including any expectations, closing remarks and final words?			
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' Yours sincerely ' if you know the recipient?			
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