

Features of Formal Letters Checklist

Does your formal letter include... ✓

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

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