

Informal Letter

Structure and Language

Writing Checklist



Did I include...	
the sender's address?	
the date?	
an appropriate greeting?	
an introduction?	
chatty, informal expressions and style?	
a conclusion?	
a complimentary close?	
the sender's name or signature?	

Layout

Writing a Letter

There are some special rules you should follow when writing a letter.
Here is an example of how to write a letter.

