

# Informal Letter Writing Checklist

## The letter must include...

The address of the person who has written the letter.

The date the letter was written.

A greeting including the name of the person you are sending the letter to (Dear...).

An introduction explaining why you are writing the letter.

It is written in a chatty and friendly style.

A conclusion.

End with a friendly statement (Take care/see you soon)

The name of the person who has sent the letter.