

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



Feature	Check
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	
Other?	