

Thursday 25.06.20

Use your plan from yesterday to write out your letter properly. Then look through the checklist below and make sure you have covered all these points in your letter.

If there is anything missing edit your work accordingly.

Features of Formal Letters Checklist

Does your formal letter include...



Teacher

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?		

REMEMBER TO INCLUDE CONNECTIVES
LIKE THESE;

THEY WILL MAKE YOUR WRITING SOUND
MUCH MORE FORMAL.

Furthermore

Consequently

In addition to

Therefore

As a result