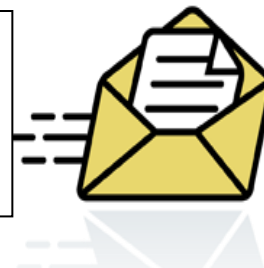


## Informal Letters

Use **Week 7 Letter Examples 1-2** to complete the checklist.



<u>Feature</u>	<u>Write out any evidence you can find.</u>
The writer's address (on right hand side) with commas separating each address line. Postcode with a full stop.	
Date below the address with a full stop at the end.	
On the left hand side, begin with "Dear/Hello/Hi" and then a comma.	
Start the first line of the writing directly underneath "Dear/ Hi....."	
Introduce the reason for writing	
Chatty friendly style (examples of chatty language)	
Ask questions (give an example)	
Paragraphs..... How many?	
End with a friendly statement	
End with – "bye for now, see you soon, lots of love etc"	
Name at the bottom	
Any other features?	