

Today I thought would be a good day to write a letter. Even better if you write to someone you haven't seen for a while, a real letter you can post off with all the right things, use this list to help you add everything you need to say.

Informal Letter Writing Checklist



Did I include...	Child	Friend	Teacher
Structure and Language			
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?			