

# Features of an Informal Letter



Did I...	Child	Friend	Teacher
<b>Structure and Language</b>			
write the sender's address? Top right-hand corner of the letter with an email address or telephone number if appropriate.			
write the date? Right-hand side under the address.			
write an appropriate greeting? Depending on how well you know the recipient (e.g. Dear Mary, Hi Grandma, Hello Aunty Freda, etc.), followed by a comma.			
write an introduction? Explain why you are writing.			
use a chatty, informal style?			
write a conclusion? Final words before finishing, e.g. ask for a reply.			
use a complimentary close? (e.g. Love, Lots of love, With thanks, See you soon, etc.) followed by a comma.			
finish with the sender's name or signature?			