

Formal Letter Checklist Year 2

Student Name:

Text Topic:

Feature	Achieved	Comment
Sentences begin with a capital letter.		
Sentences end with a full stop.		
Sender's address is included.		
Recipient's address is included.		
Date is included.		
Greeting Sir or Madam if recipient is not known.		
Greeting is Mr or Ms (surname) if recipient is known.		
An introduction which introduces the sender and purpose of the letter is included.		
Text is written in paragraphs.		
A concluding paragraph which includes expectations and closing remarks is included.		
Sender signs off with a formal goodbye such as 'Yours faithfully', 'Kind regards' or 'Yours Sincerely'.		