

Features list

Check you have included each feature and tick them off as you go.

write my own address in the top right hand corner of the letter?	
write the address of the recipient in the top left, beginning just below the address I am writing to?	
put the greeting Dear Sir/Madam if I don't know the recipient or Dear Mr/Mrs/Miss (surname) if I know the recipient?	
write an introduction saying who I am and why I am writing the letter?	
write a conclusion saying what I want to happen next?	
finish with 'Yours faithfully' if I don't know the recipient or 'Yours sincerely' if I do know the recipient?	
put my name/signature?	
use connecting adverbs/adverbial phrases to start my paragraphs?	
use paragraphs to organise ideas around a theme?	