

Features of a Letter - (informal)

1. The senders address in the top right corner
2. The date under the address
3. Appropriate greeting
4. Paragraph to introduce the reason for the letter
5. Paragraphs around the theme
6. Written in first person
7. Informal and chatty vocabulary
8. Places where the writer directly addresses the recipient
9. Conclusion
10. Closing line - Yours Sincerely
11. Writers name/signature