**Informal letter writing checklist.**

**Did I include……?**

|  |  |
| --- | --- |
| **The date** |  |
| **An appropriate greeting** |  |
| **An introduction** |  |
| **Paragraphs around a theme** |  |
| **Use the first person** |  |
| **Chatty and informal in tone** |  |
| **Places where the writer addresses the person directly** |  |
| **A conclusion** |  |
| **A complimentary close** |  |
| **The name of the sender signed at the end** |  |