

Informal Letter Writing Checklist



| Did I include... | Child | Friend | Teacher |
|---|-------|--------|---------|
| Structure and Language | | | |
| the sender's address? | | | |
| the date? | | | |
| an appropriate greeting? | | | |
| an introduction? | | | |
| paragraphs around a theme? | | | |
| first person form? | | | |
| vocabulary that shows a chatty, informal style? | | | |
| places where the writer addresses the recipient directly? | | | |
| a conclusion? | | | |
| a complimentary close? | | | |
| the sender's name or signature at the end? | | | |