Y4 Letter Writing: Informal Genre Features Checklist

Did I include...	✓ Child	✓ Friend	✓ Teacher
Structure and Language			
the sender's address?			✓
the date?			✓
an appropriate greeting?			✓
an introduction?			✓
chatty, informal expressions and style?			✓
a conclusion?			✓
a complimentary close?			✓
the sender's name or signature?			✓

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