

Does your formal letter include...



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| the sender's address? | |
| the address of the recipient? | |
| the greeting 'Dear Sir/Madam' if you dont know the recipient or 'Dear Mr/Mrs/Miss (surname) If you know the recipient? | |
| an introduction? | |
| formal sentence starters such as 'I am writing to inform you' or 'I would like to express'? | |
| details organised into paragraphs? | |
| a conclusion saying what needs to happen next? | |
| 'yours faithfully' if you don't know the recipient or 'Yours sincerely' if you do know the recipient when you have finished the letter? | |
| your name at the end? | |
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