

Y6 Letter Writing: Formal Genre Features Checklist



Did I include...	Child	Friend	Teacher
Structure and Language			
the sender's address?			✓
the address of the recipient?			✓
the date?			✓
the greeting Dear Sir/ Madam if I don't know the recipient or Dear Mr/Mrs/ Miss (surname) if I know the recipient?			✓
an introduction to explain why I am writing?			✓
more details organised into paragraphs?			✓
a conclusion saying what needs to happen next?			✓
'Yours faithfully' if I don't know the recipient or 'Yours sincerely' if I do know the recipient?			✓
my name at the end?			✓
formal sentence starters such as 'I am writing to inform you' or 'I would like to express'?			✓

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