

# Letter Checklist

Use this list to check your finished letter. Once you are happy with it, ask someone else in your house to have a look too!

<b>Did I...</b>	<b>You</b>	<b>Someone else</b>
<b>Write the senders address?</b>		
<b>Write the date?</b>		
<b>Write an informal greeting?</b>		
<b>Write an introduction?</b>		
<b>Add more details?</b>		
<b>Write a conclusion?</b>		
<b>End the letter appropriately?</b>		