

CHECKLIST: LETTER Danger By Moonlight

Features of a letter	Text <hr/> <hr/>
Is the letter formal or informal ?	
Is the address in the top right hand corner of the page?	
Does the date of the letter come underneath the address?	
Does the letter start with Dear... or another type of greeting ?	
Is the reason for writing clearly given in the first paragraph?	
Is there a clear beginning, middle and end?	
Does it keep the reader interested - using well chosen words?	
Has the letter been signed off correctly eg. Yours sincerely, yours faithfully etc.	