Checklist for writing a formal letter

- Your address at the top of the right hand side of the page.
- Their address on the left hand side of the page.
- The date on the right hand side of the page, underneath your address.
- Dear Sir/Madam or Dear Mr/Miss/Mrs…
- Paragraph to introduce yourself.
- Paragraph to explain why you are writing.
- Paragraph to say what you want them to do about it.
- Yours sincerely/yours faithfully
- Your name