# Formal and informal letter templates

Name	Date	



#### Writing an informal letter

In each box describe what you would expect to find in it.
For example, you might write **Dear Dan/Mum** or **My address goes here** 

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## Formal and informal letter templates

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Name \_\_\_\_\_ Date \_\_\_\_

#### Writing a formal letter

when you don't know the name of the person you are writing to.

In each box below, write the features of a formal letter that you would expect to see there. For example, you might write **The address where I am sending the letter to** in one of the boxes.

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### Formal and info

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Name	Date	SKIIIS Warkshan

#### Writing a formal letter

when you know the name of the person you are writing to.

In each box below, write the features of a formal letter that you would expect to see there. For example, you might write **The address of the person I am writing to** in one of the boxes.

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