

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



Name _____ Date _____

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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