

Features of an informal letter.

An informal letter will have:

- an address in the top right hand corner
- a date underneath
- the salutation e.g. Dear.....
- paragraphs
- the closing e.g. love from, yours faithfully

An informal letter might also have:

- the correct punctuation e.g. capital letters for proper nouns, beginnings of sentences
- expanded noun phrases
- common exception words
- a question
- an exclamation
- a statement
- verbs in the past tense
- commas in a list
- apostrophes for possession
- apostrophes for contractions
- coordinating and subordinating conjunctions