

Formal letter writing checklist

Have I included the sender's address?	
Have I included the recipient's address?	
Have I included the date?	
Have I used formal language?	
Have I used an introductory sentence or paragraph to explain why I am writing?	
Have I started and ended my letter appropriately for a formal style?	

Gringotts Bank,
Diagon Alley,
London.

Mrs M Wyvern.
14 Dragon Way,
Folkestone,
Kent.
CT19 4LG

25th. February. 2021

Dear Mrs Wyvern,

Yours sincerely,
Head Goblin