Complimentary close

**FORMAL LETTER LAYOUT**

Their Address

Greeting

My Address

Date

Complimentary close

Signature

Paragraphs

My Address

**INFORMAL LETTER** LAYOUT

Name Printed

Letter Layout

All letters should include:-

* An indication you are sending a letter to someone, with a greeting a complimentary close.
* Paragraphs

More developed detailed answers should include:-

* The use of addresses
* A date
* An appropriate greeting – formal mode of address e.g. Dear Madam or Dear Mr J Jackson
* Effectively sequenced paragraphs
* An appropriate complimentary close

Signature

Paragraphs

Greeting

Date