

Persuasive Letter Writing

	Self-Check	Peer-Check
The sender's address is on the right.		
The recipient's address is on the left.		
The letter shows the date on which it was written.		
There is a greeting to the recipient.		
The opening sentence hooks the reader and explains why you are writing.		
There is an introduction.		
The text is organised into paragraphs, which each have their own point.		
Each point has arguments to support it.		
There is a conclusion which summarises the main point of the letter and reiterates the opinion.		
The letter finishes with 'Yours faithfully' if you do not know the name of the recipient or 'Yours sincerely' if you do.		



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