



A Letter to Santa Writing Checklist



Did I...	Child	Friend	Teacher
Structure and Language			
write the sender's address? e.g. 43 High Street, London, SW4 3FT			✓
write the date?			✓
write an informal greeting?			✓
write an introduction?			✓
write more details?			✓
write a conclusion?			✓
write 'from' or 'best wishes' or 'love' before the sender's name?			✓



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