Feature of a Letter	Example from text	Own example
Sender's address		
Recipient's address		
recipient 5 address		
2 .		
Date		
Formal sentence starters		
Formal greeting		
Sender's name		
Seriaer S name		
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Pronouns		
Adverbials		

Tuesday 19th January

Formal language	
Conjunctions	
Relative clauses	
Range of punctuation	
Modal verbs	
Consistent tense	