

Features of a letter (informal)

Begins with Dear (name) then comma	Dear Duncan, Hey Duncan, Duncan,
Then new line	
Uses 'I', 'you', 'we', 'our', 'us' – addresses reader directly	I am beige and I am proud You colour with me... We need to talk. ... they're driving the rest of us crazy!
Uses questions	You know how tired I am after handling one of those things? Is that too much to ask? Anyway, could you please tell Mr. Tattletale that he is not the colour of the sun?
Signs off	Your overworked friend, RED crayon Your very neat friend, <u>Purple crayon</u> Your BEIGE friend, Beige crayon Your very tired friend, Grey Crayon Your pal (and the true colour of the sun), Yellow crayon