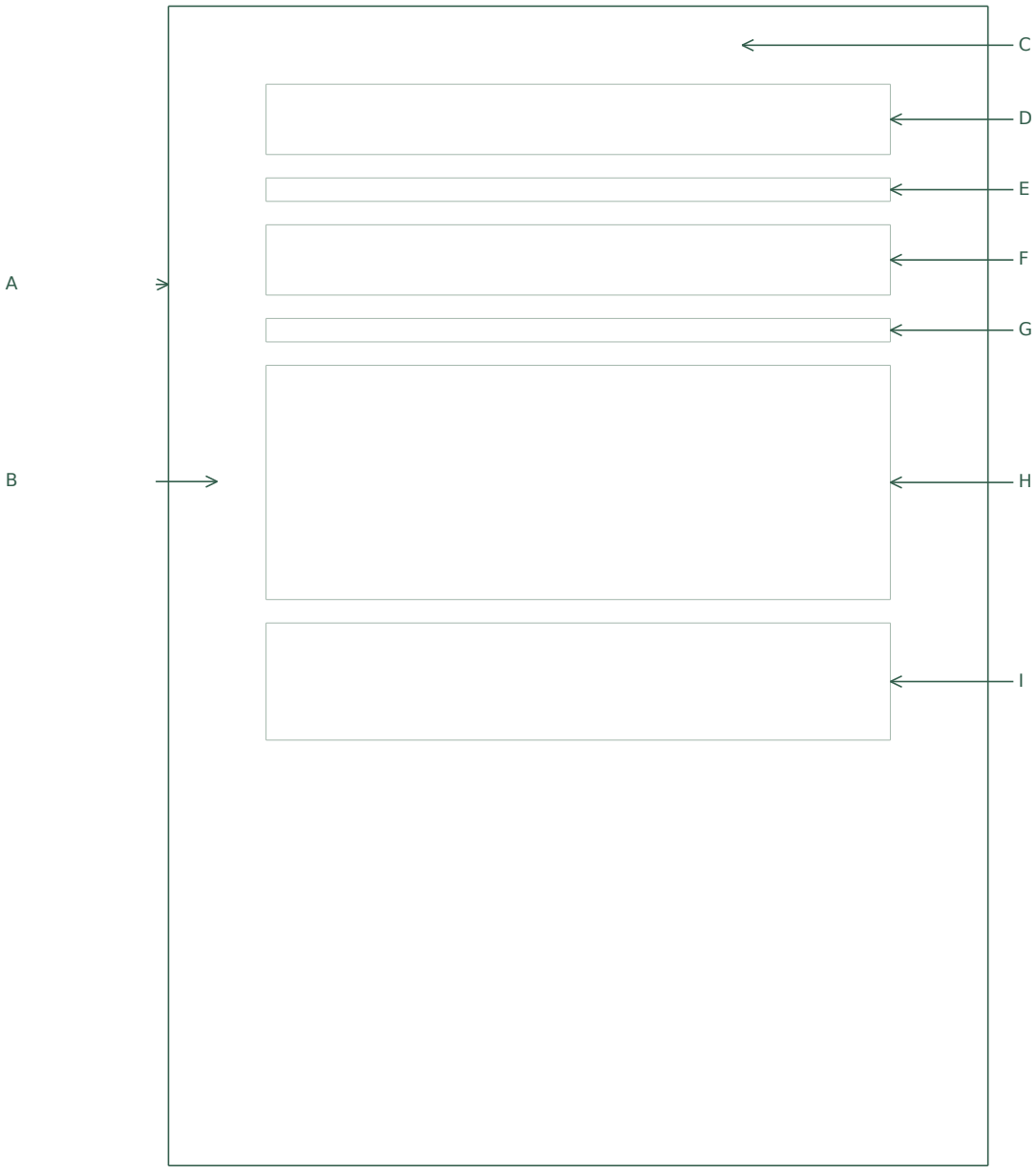
Formal Letter Layout: Address Blocks, Salutation, Body, and Closing

Labeled blank page: six blocks in vertical order (hypothetical measurements)

Hypothetical 2.5 cm left margin; measure your own paper and printer.



Layout 1; printed/source scale 0.54045:1

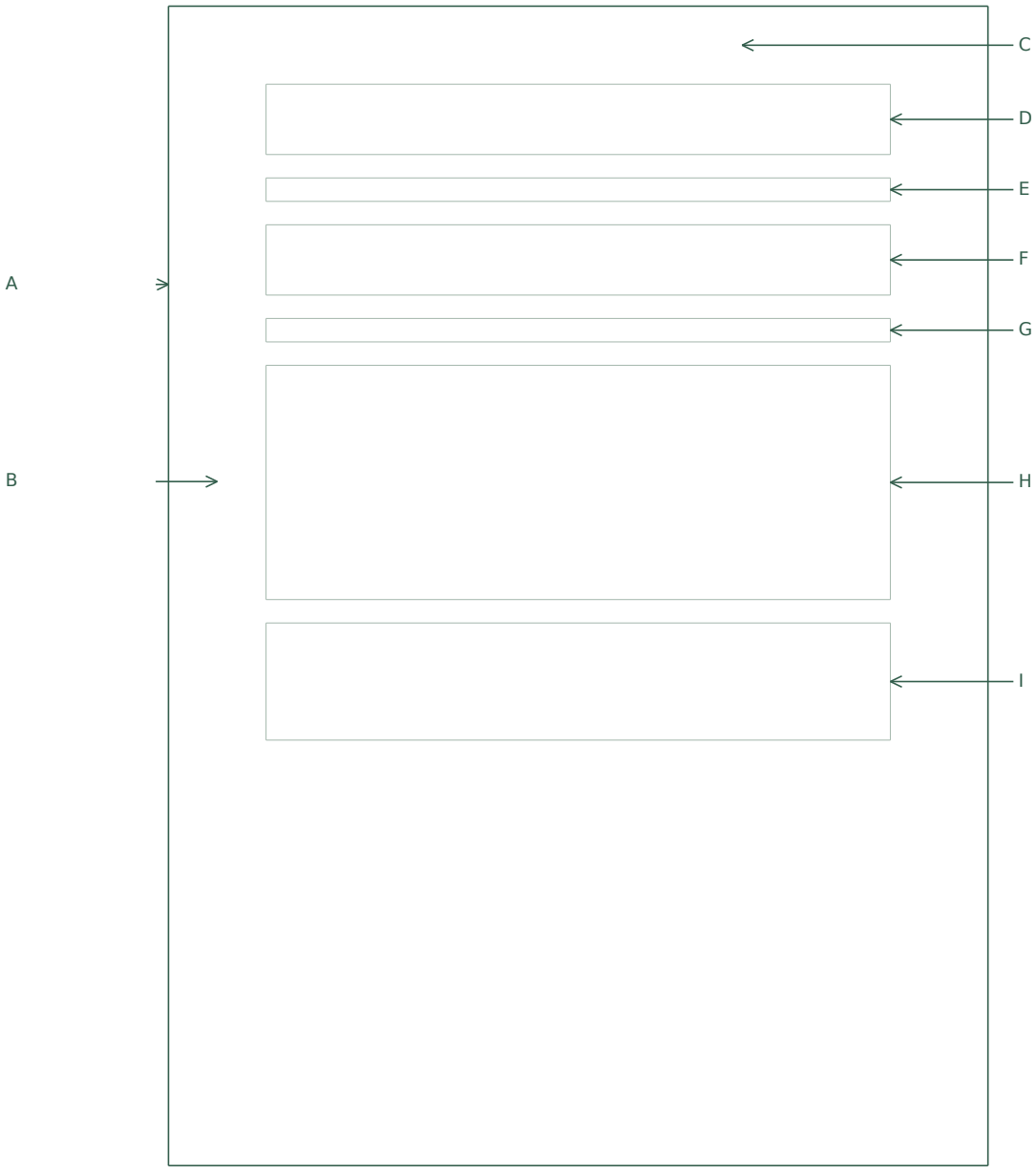
A = Page edge; B = Left margin; C = Top margin; D = Sender address; E = Date; F = Recipient address; G = Salutation; H = Body; I = Closing / signature area

Blank labeled page; 2.5 cm margin is hypothetical.

Formal Letter Layout: Address Blocks, Salutation, Body, and Closing

Labeled region map / Second-page block format: every line flush left

Short fictional example; block format = flush left throughout.



Layout 1; printed/source scale 0.54045:1

A = Page edge; B = Left margin; C = Top margin; D = Sender address; E = Date; F = Recipient address; G = Salutation; H = Body; I = Closing / signature area

Planned block-format example; every line flush left.

A. Writer, 1 High St

12 March 2025

B. Reader, 2 Low Rd

Dear Ms Reader,

Thank you for your letter.
Please confirm the meeting time.

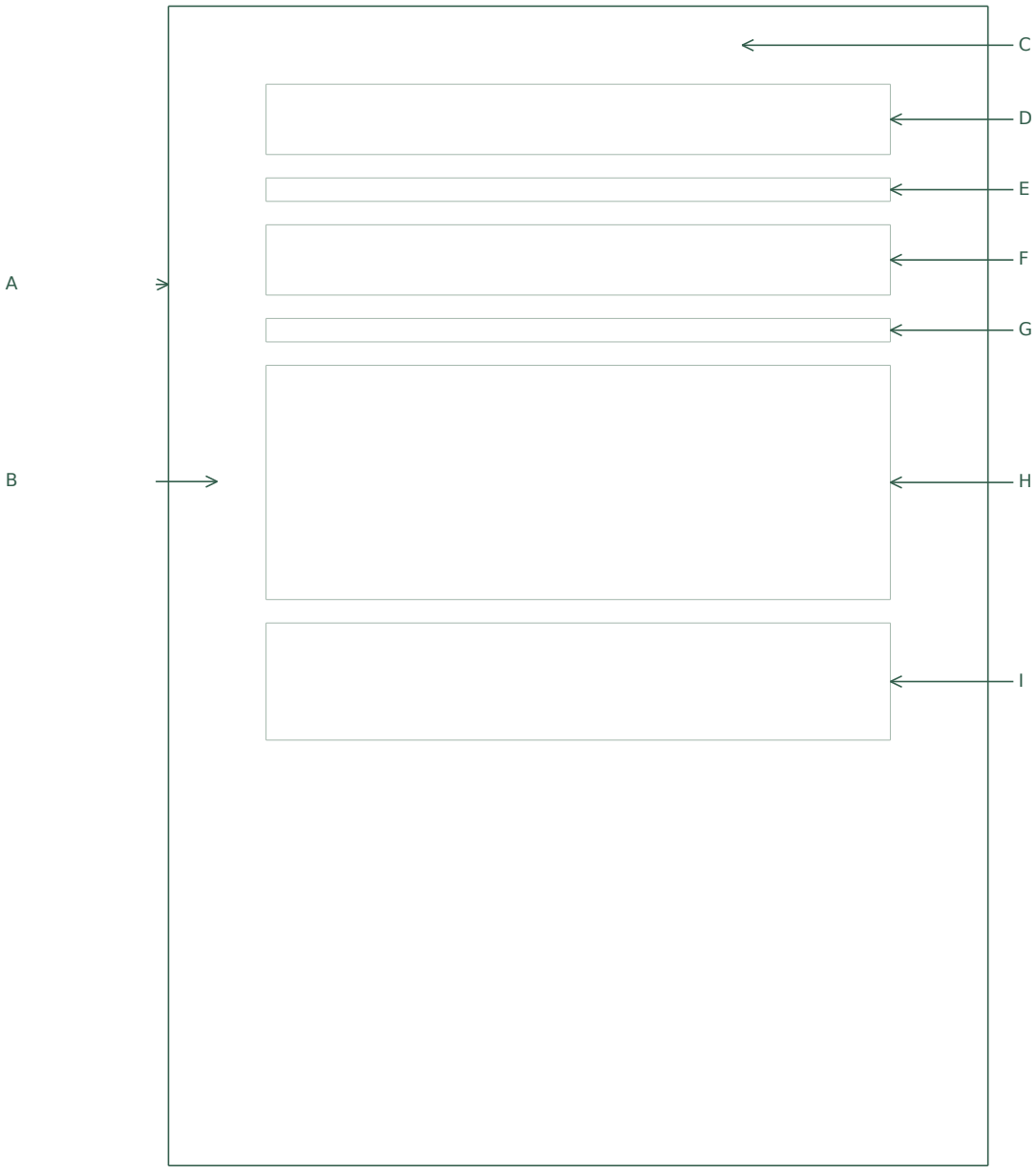
Yours sincerely,

A. Writer

Formal Letter Layout: Address Blocks, Salutation, Body, and Closing

Labeled region map / One valid completed layout (multiple valid layouts acceptable)

Short fictional example; 2.5 cm margin hypothetical.



Layout 1; printed/source scale 0.54045:1

A = Page edge; B = Left margin; C = Top margin; D = Sender address; E = Date; F = Recipient address; G = Salutation; H = Body; I = Closing / signature area

One valid layout; others may also meet the rubric.

A. Writer, 1 High St

12 March 2025

B. Reader, 2 Low Rd

Dear Ms Reader,

Thank you for your letter.
Please confirm the meeting time.

Yours sincerely,

A. Writer

Formal Letter Layout: Address Blocks, Salutation, Body, and Closing

Rubric checklist for the layout

Criterion	Met?	Notes
Consistent vertical order		
Readable block separation		
Consistent punctuation convention		
Signature space and typed name		
Hypothetical labels and measured margins		
No collisions or handwritten fallback		

Formal Letter Layout: Address Blocks, Salutation, Body, and Closing

Answer key: six blocks in order

Sender address block, date line, recipient address block, salutation, body paragraphs, closing and signature area.