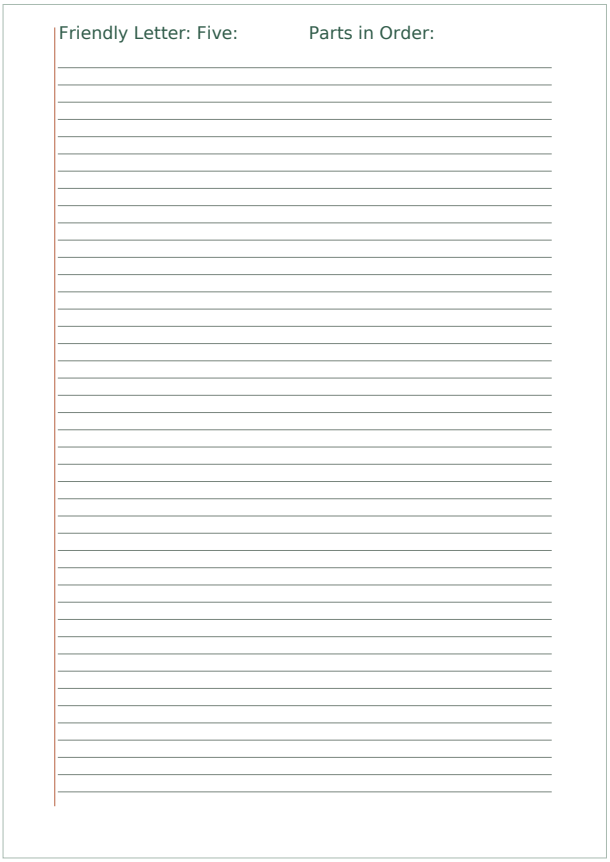
Friendly Letter Template: Heading, Body, and Closing Blanks

Five Parts of a Friendly Letter (Labeled Diagram)

1 writing column; 6 mm rule spacing; 18 mm left margin; header fields: Friendly Letter: Five, Parts in Order. Example design choices; measure and proof your own layout.



Reduced layout diagram: scale 19:50. All selected dimensions describe this example, not a paper, printer or binder standard.

Friendly Letter Template: Heading, Body, and Closing Blanks

Left-Aligned vs Right-Aligned Date (Both Valid)

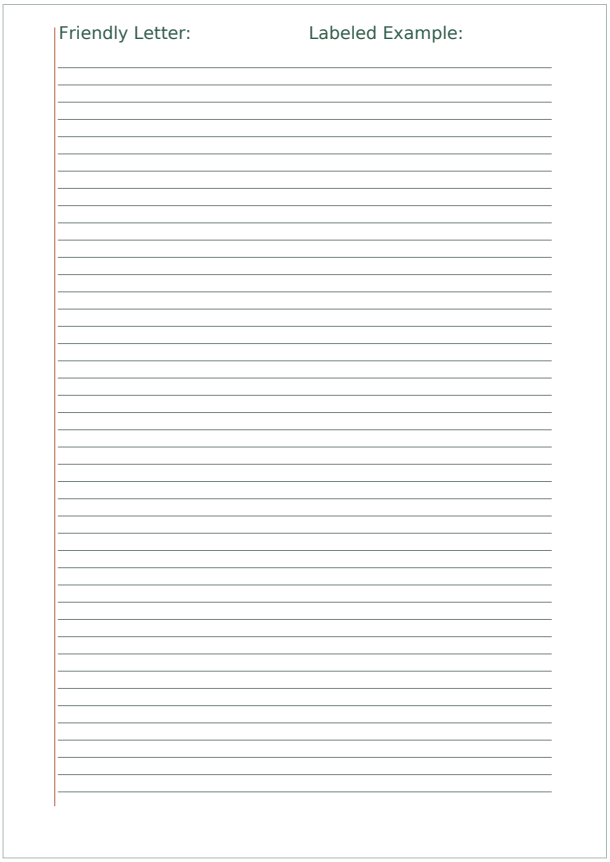
Side-by-side comparison; both alignments pass the clarity rubric.

Layout A: Date at Top Left	Layout B: Date at Top Right
Date heading (left)	Date heading (right)
Greeting	Greeting
Body	Body
Closing	Closing
Signature	Signature

Friendly Letter Template: Heading, Body, and Closing Blanks

Labeled Example Page: Each Part Named

1 writing column; 6 mm rule spacing; 18 mm left margin; header fields: Friendly Letter, Labeled Example. Example design choices; measure and proof your own layout.



Reduced layout diagram: scale 19:50. All selected dimensions describe this example, not a paper, printer or binder standard.