Dear ___:

Body:

Date (optional):

Dear ___:

Body:

Dear Letter Template: Salutation-Led Frame with Body and Sign-Off Blanks

Original tasks 1, 2, 3 / blank responses

Task 1

Write a three-sentence body for a note to a neighbor named Lee, using the frame's salutation and closing blanks.

Task 2

A learner's page has Dear ___, a ruled body, and a closing blank but no signature. Name one rubric criterion that is unmet and one next step.

Task 3

You plan to print the frame on paper that measures 8.5 by 11 inches. Your printer's usable area is smaller. Describe a hypothetical margin check without claiming a standard.

Dear Letter Template: Salutation-Led Frame with Body and Sign-Off Blanks

Original tasks 4 / blank responses

Task 4

Create a short letter frame plan for a learner who wants to practice both neat handwriting and a clear message. List two separate rubric checks.