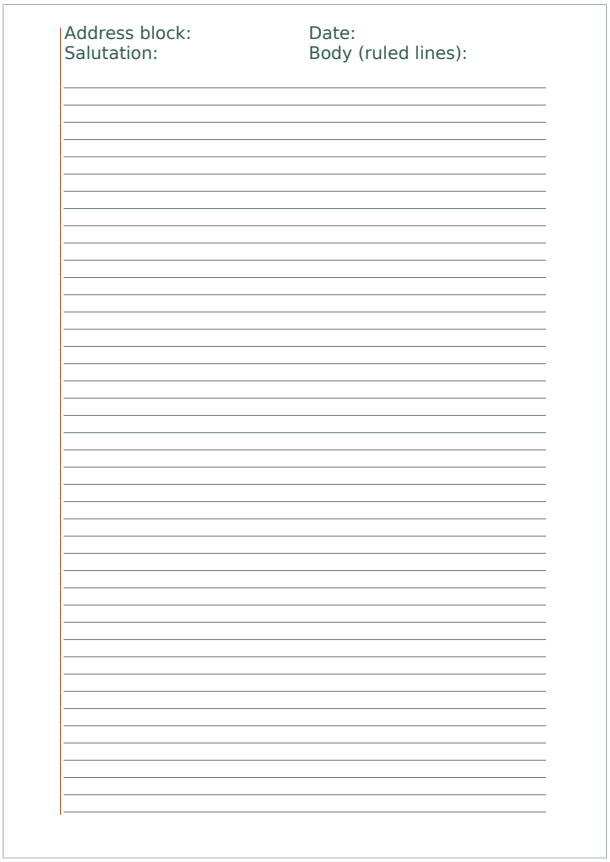
Letter-Writing Layout: Address, Salutation, Body, Closing

Five zones of a full letter layout, in order

1 writing column; 6 mm rule spacing; 20 mm left margin; header fields: Address block, Date, Salutation, Body (ruled lines). 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.

Letter-Writing Layout: Address, Salutation, Body, Closing

Full address block vs simplified address block

Side-by-side comparison; full block has name, street, city/region/postal; simplified has name and city only.

Full address block	Simplified address block
Sender name	Sender name
Street line	City
City or town	
Region	
Postal code	

Letter-Writing Layout: Address, Salutation, Body, Closing

Spacing diagram with hypothetical test measurements

Hypothetical test inputs only: 20 mm left/right, 15 mm top/bottom; one blank line between zones; about three line heights for signature.

Zone or gap	Hypothetical test value
Top margin	15 mm
Left and right margins	20 mm each
Address block	3 lines
Date	1 line below address block
Gap before salutation	1 blank line
Gap before body	1 blank line
Body	5 ruled lines
Gap before closing	1 blank line
Signature area	about 3 line heights
Bottom margin	15 mm