Formal Letter Layout: Sender, Recipient, Date, Subject, and Body

Original task 1 / independent drawing and calculation

Task 1

Reorder these items into a full formal letter layout: body, sender block, subject line, closing, recipient block, salutation, date.

Keep the original task measurements. Use the full drawing sheet in this PDF for a response needing more room; use the stated paper size when a task specifies larger paper.

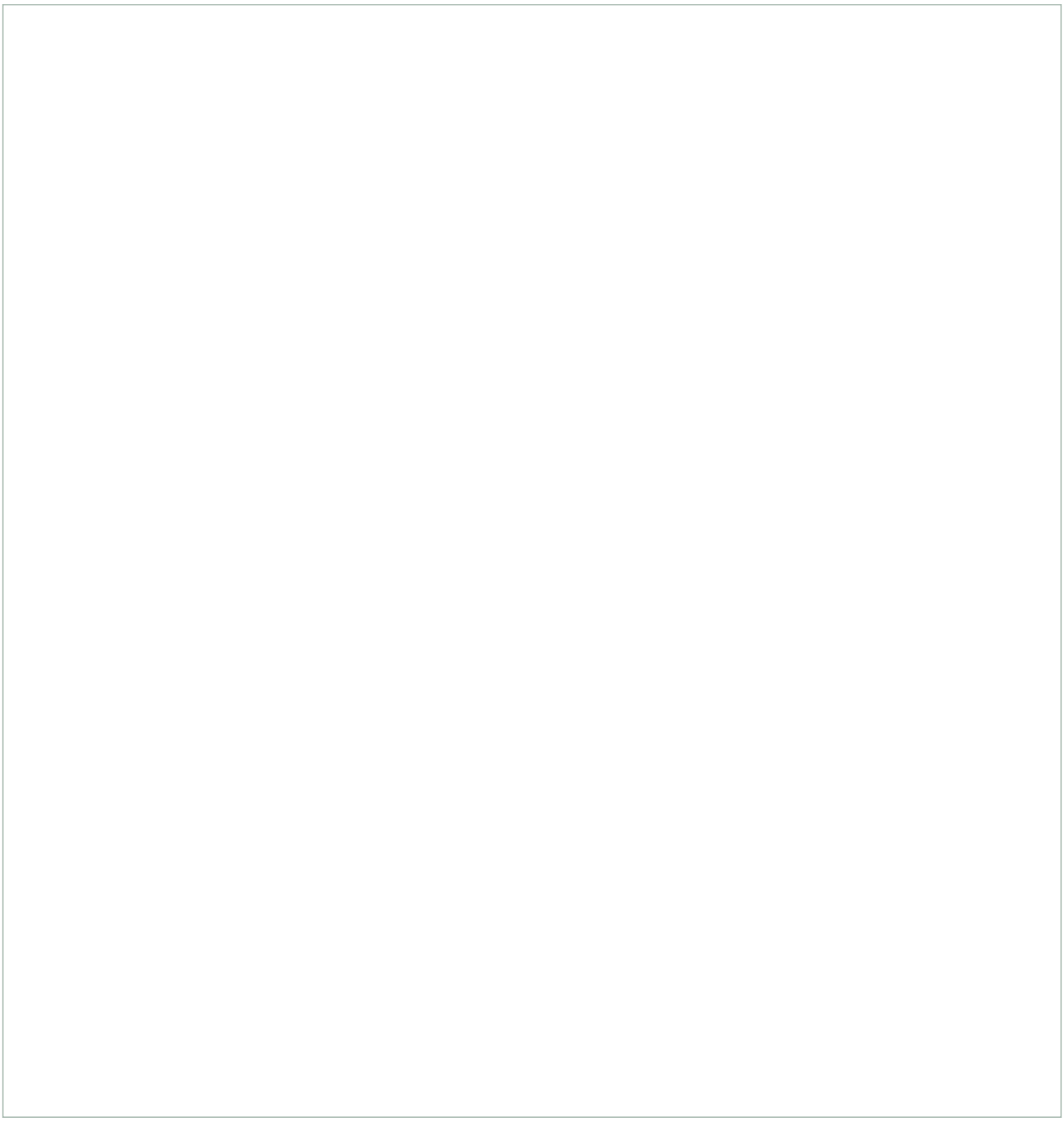
Formal Letter Layout: Sender, Recipient, Date, Subject, and Body

Original task 2 / independent drawing and calculation

Task 2

Write a one-line subject for a letter about a missing page in a delivered manual.

Keep the original task measurements. Use the full drawing sheet in this PDF for a response needing more room; use the stated paper size when a task specifies larger paper.



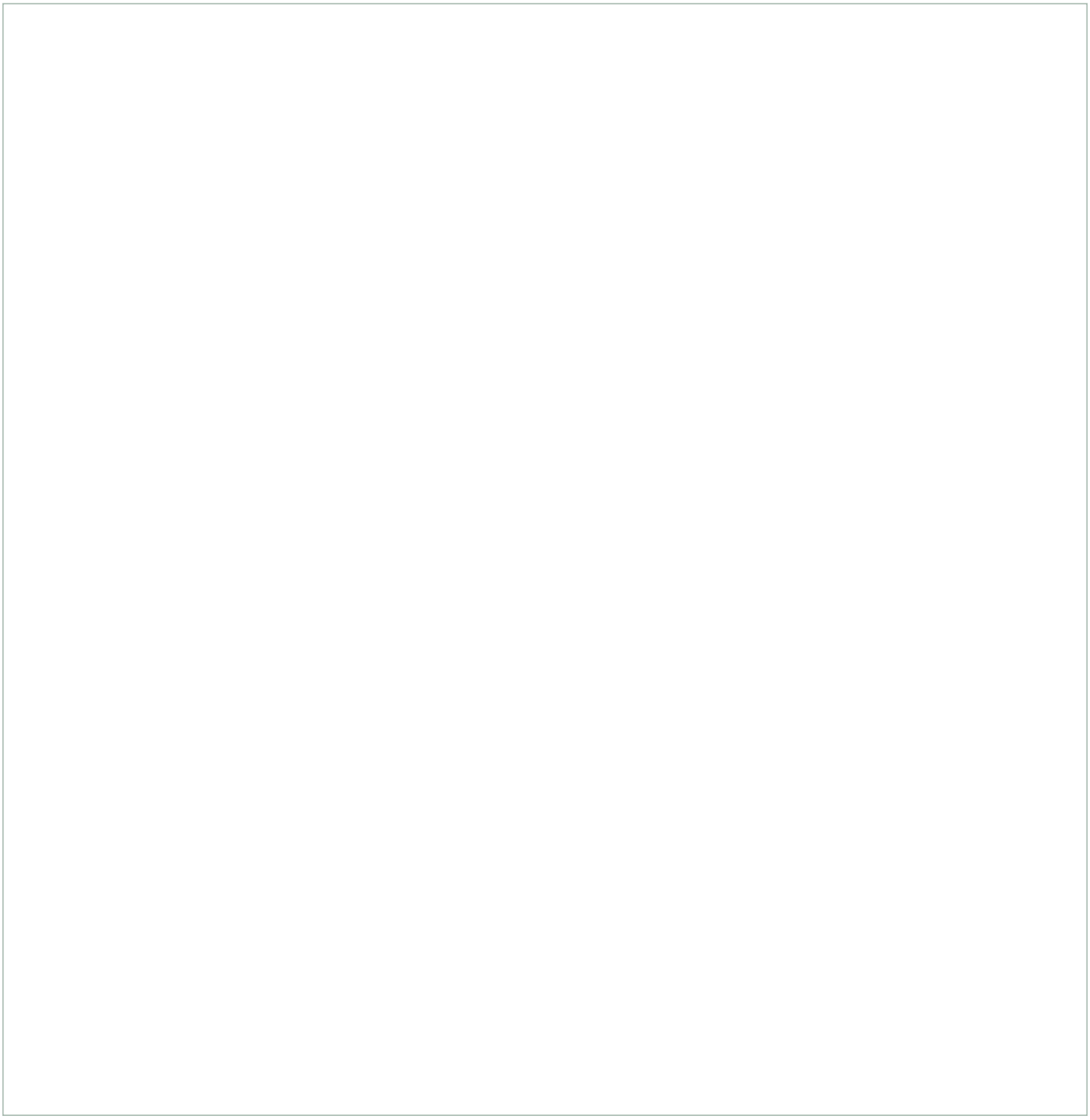
Formal Letter Layout: Sender, Recipient, Date, Subject, and Body

Original task 3 / independent drawing and calculation

Task 3

A letter will be filed in a binder. State a hypothetical binding allowance using measured inputs, and label it as an example.

Keep the original task measurements. Use the full drawing sheet in this PDF for a response needing more room; use the stated paper size when a task specifies larger paper.



Formal Letter Layout: Sender, Recipient, Date, Subject, and Body

Original task 4 / independent drawing and calculation

Task 4

Design a simplified business-letter variant for a letter that will be enclosed with other documents. Describe the spacing choices and use the rubric to judge the result.

Keep the original task measurements. Use the full drawing sheet in this PDF for a response needing more room; use the stated paper size when a task specifies larger paper.

Full drawing sheet / reusable blank workspace

Reusable full drawing sheet for Tasks 1 to 4. Print another copy when needed. Keep all original task measurements; if a task specifies larger paper, use that paper size.

Self-check / source rubric

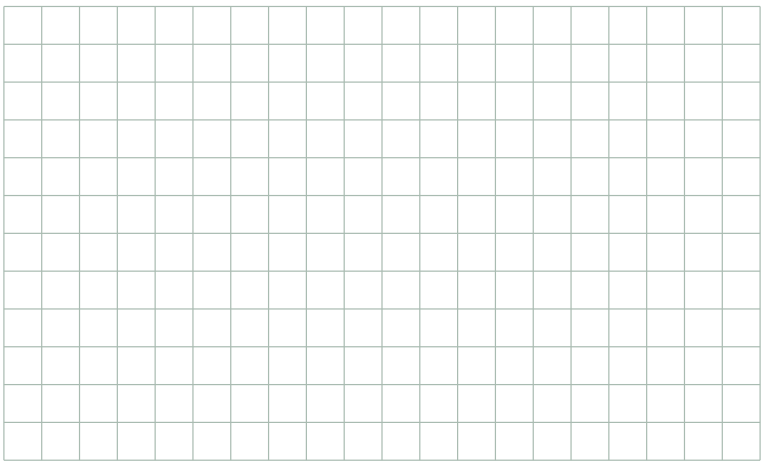
- [ ] Sender block is a single compact group at the top.
- [ ] Recipient block is clearly separated from the sender block.
- [ ] Date is visually distinct from both address blocks.
- [ ] Subject line is a short noun phrase that names the specific matter.
- [ ] Salutation matches the recipient block.
- [ ] Body lines are evenly spaced and paragraph breaks are visible.
- [ ] Closing and signature space are present below the body.
- [ ] Any binding allowance is stated as a measured local choice, not a universal standard.

Date: Subject:

Formal Letter Layout: Sender, Recipient, Date, Subject, and Body

Square grid for measuring binding allowance

Actual source-bound component. Original question values and separate answer keys remain unchanged.



20 columns × 12 rows; 5 mm square cells; actual size at 100% printing.