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

Original worked example / unchanged complete key

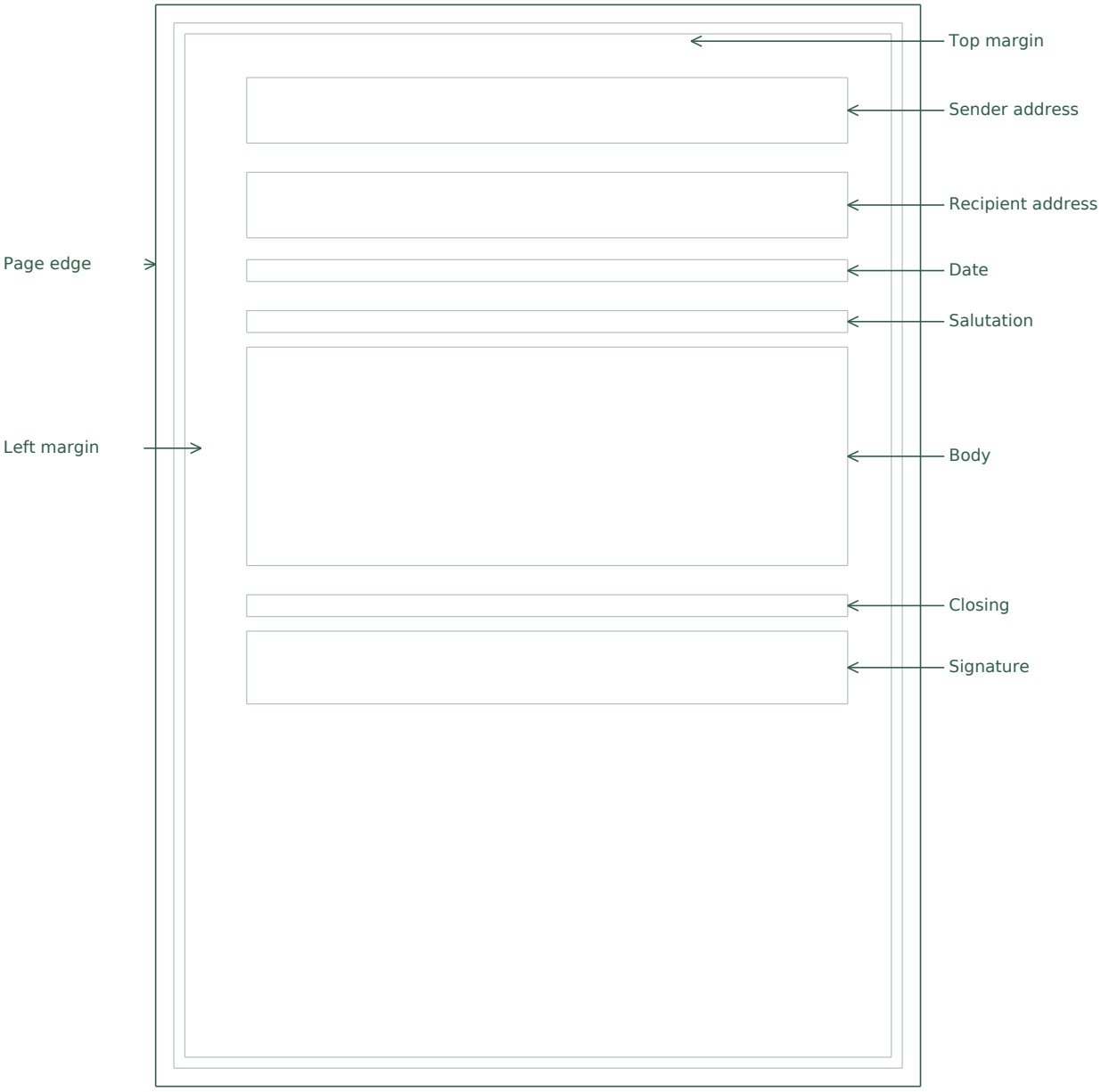
Prompt: A writer needs to send a one-page formal letter to a named recipient about a duplicate invoice. The writer will file the letter in a binder. Plan the block order and state one measured allowance as a hypothetical example.

Answer: Use the full formal layout: sender block at the top, clear gap, recipient block, date as a separate item, one-line subject "Request for duplicate invoice," salutation matching the named recipient, evenly spaced body lines, and a closing with signature space. Because the letter will be filed, measure the binder and punch before reserving a binding allowance. Hypothetical example: if the measured left margin is 20 mm and the punch requires 12 mm of clear space, reserve 32 mm on the binding edge. These are example inputs, not universal requirements.

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Formal letter / ordered region diagram

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



Layout 1; printed/source scale 0.54045:1

Chosen example layout, not a fixed paper standard. Subject line shown as part of body region in this simplified diagram.