

MESSAGE - WRITING FRAME

Salutation
followed by the receiver's name and a comma
(e.g. Hi Mum, Hey aunty Jess, Dear Mary,)

Message Content
Briefly greet receiver.
Write the reason why you are writing.
Keep it short and straight to the point.

Closing
(e.g. Yours, Love, Sorry, Thank You, etc.)

Signature

Dear _____,

Love,
