

SHORT MESSAGE - WRITING FRAME

Greeting: Write the name of the person who will read this message.

Closing:
Write a closing word eg. Love, Sorry, Thank You, etc.

Write the name of the person writing the message.

A drawing of a sheet of paper held by a binder clip at the top center. The paper has a large central rectangular box for the message content. Above this box is a smaller rectangular box for the greeting. Below the main box are two more rectangular boxes for the closing and the sender's name. Arrows point from the surrounding text boxes to these specific areas on the paper.

Message Content

Write your message here.

What is the purpose for writing this message?

Keep it short and straight to the point.