

~~No knives~~
Better lives

LETTER PLAN EXAMPLE

DATE

01/01

YOUR ADDRESS

No Knives Better Lives
YouthLink Scotland
19A Cannon Street
Edinburgh
EH3 8EG

RECIPIENT'S ADDRESS

Siobhian Brown
The Scottish Parliament
Edinburgh
EH99 1SP

GREETING

CONTENT

YOUR SIGNATURE

~~No knives~~
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LETTER PLAN TEMPLATE

The template consists of a large outer rectangle containing several smaller rectangular boxes. On the left side, there are three stacked boxes of varying heights. On the right side, there is a single large vertical box. At the bottom of the page, there is a wide horizontal box. All boxes are empty and outlined in black.