

## E-mail

Your friend's name(E-mail address)

Your name(E-mail address) →

Date →

Subject →

Salutation →

To:

From:

Date:

Subject:

Body →

Complimentary close →

Signature →

|  |  |
|--|--|
|  | <p>To:</p> <p>From:</p> <p>Date:</p> <p>Subject:</p> |
|  |  |