Your friend's name(E-mail	address)	To:
Your name(E-mail address)	$\rightarrow$	From:
Date	$\rightarrow$	Date:
Subject	$\rightarrow$	Subject:
Salutation	$\rightarrow$	
Body	$\rightarrow$	
Complimentary close	$\rightarrow$	
Signature	$\rightarrow$	