

### AN EMAIL TO A PENPAL

<b>To:</b> 	<b>Subject:</b> 
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<b>Greeting:</b> 	+	<b>Reason for Writing:</b> 
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Arrangements:	Things You Intend to Do:	What Will Happen:	Place to Meet Them:

  

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**Body of Text:**

  

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<b>Request for a Reply:</b> 	+	<b>Sign Off:</b> 
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