

AN INFORMAL EMAIL

<div>To: <div></div></div>		<div>Subject: <div></div></div>	
<div>Greeting: <div></div></div>		<div>Reason for Writing: <div></div></div>	
<div>Age: <div></div></div>		<div>Family and Friends: <div></div></div>	<div>Pets: <div></div></div>
<div>Body of Text: <div></div></div>			
<div>Request for a Reply: <div></div></div>		<div>Sign Off: <div></div></div>	