

- Preliminary greetings: Seasonal greeting, inquiries about the weather, the receiver's health, etc.
- The body of the letter: (i) Talk about recollections of and gratitude towards the addressee.  
(ii) Talk about yourself and your future plans.
- Closing greetings: (i) Send our regards to someone. (ii) Wish for the health of the addressee.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Accuracy	Expression	Organization	Content	Total
/5	/5	/5	/5	/20

<Comment>