**Email #1**

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| --- |
| From: Peta  To:  Subj: [Subject line]  [Greeting and intro]  [Body]  [Conclusion]  [Email closing] |

**Email #2**

|  |
| --- |
| From: Peta  To:  Subj: [Subject line]  [Greeting and intro]  [Body]  [Conclusion]  [Email closing] |