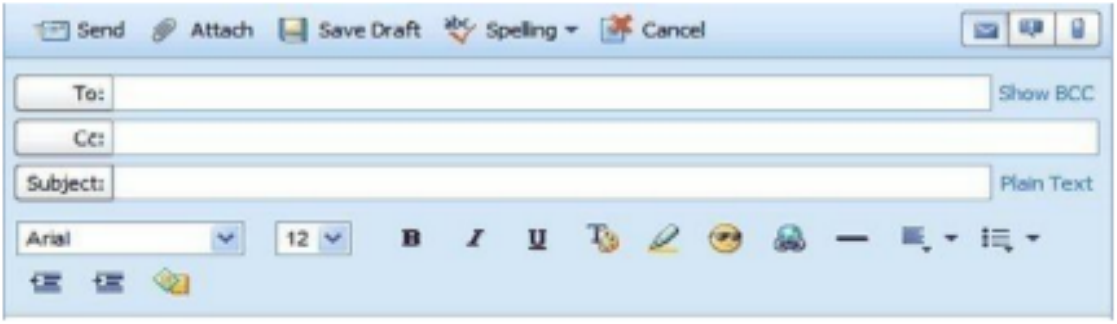
Writing Frame – Informal Email



Dear_____,

Salutation

Introduction
- greet
-refer to last email
-state why you are writing

Closing
-sum up
-give your regards
-reason to write back.

Best wishes,

Closing

_____

Your signature