

Email	Your best friend, Melanie
From	How's work, and how's Paris?
To	MEMO5@megagoal.com
Greeting	Guess what? I'm coming to France on vacation at the end of the month, and I'll be staying in Paris for a few days.
Opening lines	I'm really looking forward to seeing you again.
Topic/information content	olivia@megagoal.com
Closing lines	Visit you In Paris
Signed	Hi Olivia,