

To

Natasha@yahoo.com

From

Bella@gmail.com

Subject

Web page of Linda Zachary leaving.

Hello Natasha,

Hope you are well and the second semester is going smoothly for you.

The other day when we were talking at the cafe you mentioned a web page on which Linda Zachary detailed her reasons for leaving.

If you don't mind, would you send me the URL for that web page if you still, have it?

I have to go now. Thanks a lot.

Regards,

Bella

Send

Your name

Greetings

Main paragraph

Opening
paragraph

Saying
goodbye

Closing
paragraph