

Parts of a Letter

Closing	September 22 nd 2020
Signature	Dear Peter, [Signature Box]
Heading	I'm fine here. I hope you also fine there. I'm writing this letter to share my views about online class. [Text Box]
Greeting	Since Lockdown is going on, we are all staying at home only. We will study together for exams over phone and Whatsapp. What do you think?
Body	Convey my regards to your parents. Please share your views with me. [Text Box] [Text Box] Yours lovingly, John. [Signature Box]