

Parts of a Letter

Closing	September 22nd 2020
Signature	Dear Peter,
Heading	I'm fine here. I hope you also fine there. I'm writing this letter to share my views about online class.
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. Yours lovingly, John.