

Anisayuni@gmail.com	I hope you are fine.	How are you?
I am going to attend a seminar	How are you?	Reply soon.Bye.
I want to borrow your portable fan	Danish@gmail.com	Danish
I can come to collect it on Thursday.	at the school hall next week.	
I hope you can lend your portable fan	Your cousin	

<b>To</b>	
<b>From</b>	
<b>Subject</b>	Lend me a portable fan
<b>Greetings</b>	
<b>Introduction</b>	
<b>Content + hope</b>	
<b>Closure</b>	
<b>Signing Off</b>	
<b>Name</b>	

6<sup>th</sup> march at 5 p.m.

8<sup>th</sup> March at 10 p.m.