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

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

6th march at 5 p.m. 8th March at 10 p.m.

LIVEWORKSHEETS