

INFORMAL EMAIL

Write the following phrases in the appropriate place in the table:

Regards,

Dear Mr White,

Hi Sarah,

Well, that's all my news

Love,

Give my love to your sister.

Dear Herman,

It was great to hear from you

That's all for now.

Best wishes!

Lots of love,

How are you? I'm fine

GREETINGS	BODY OF THE EMAIL
CONCLUSION	CLOSING