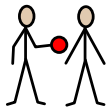


Features of a letter



your



address



date



telephone number



start

of the



letter



name

of the



person



you

are



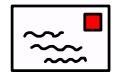
writing

to



body

of the



letter

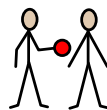


end

of the



letter



your



signature