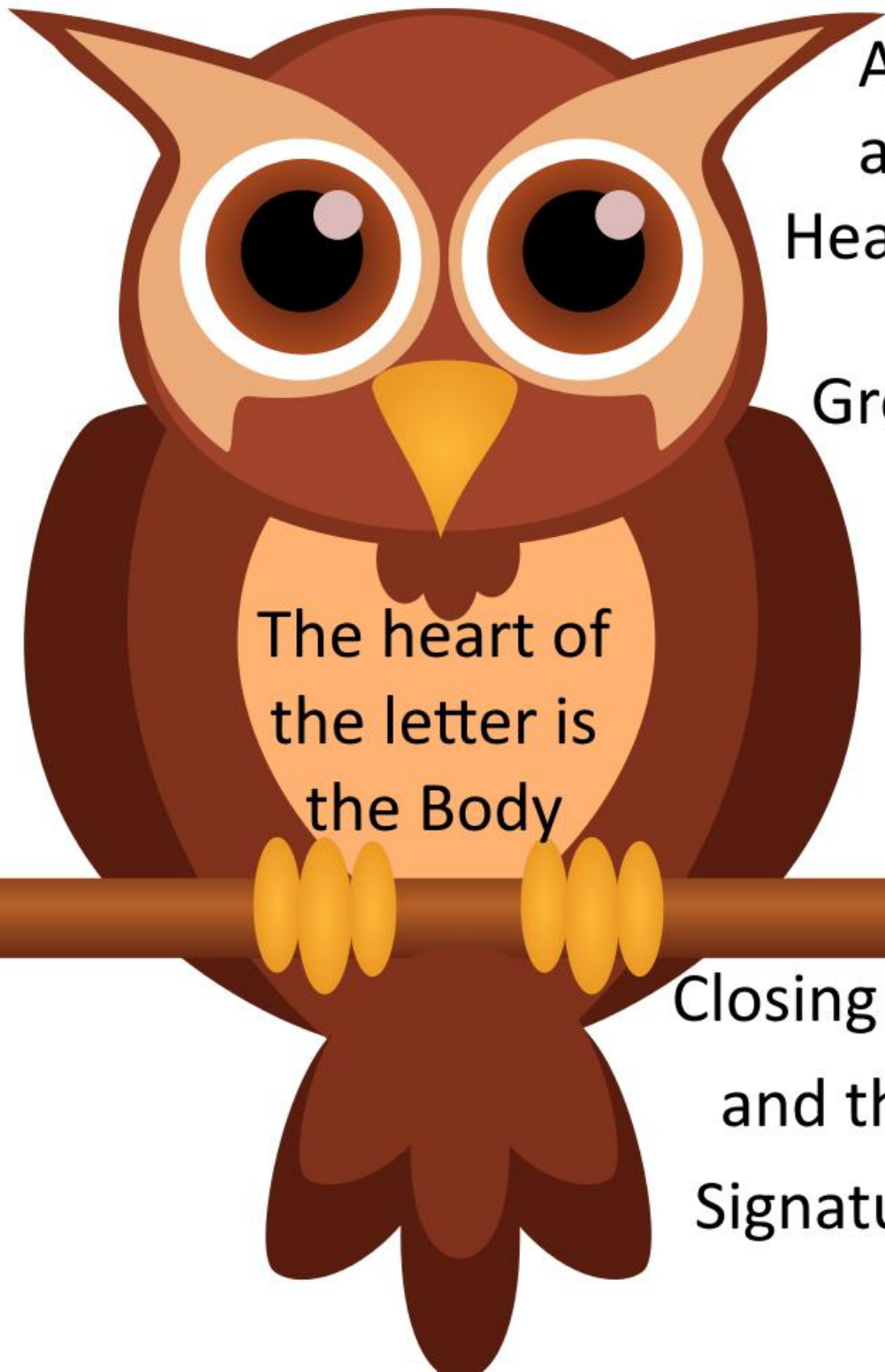


Parts of a Letter



At the top
are the...
Heading
and the
Greeting

The heart of
the letter is
the Body

Closing
and the
Signature