

4. If the body of the letter touches upon several different topics, each topic should be treated in a separate paragraph, as in the letter on pages 79 and 80.

*(Heading.)*

120 St. John St., Quebec, P.2.,

Dec. 17, 1900.

*(Address.)*

Joseph B. Morrison,

Front St., Toronto, Ont.

*(Salutation.)*

My dear Sir,

*(Body of the letter.)*

Allow me to introduce to you my friend, Cyrus Montgomery, a distinguished teacher of this place, who proposes to visit the public schools of your city for the purpose of making himself acquainted with the sys-