

PART IV.

The Parts of a Letter.

1.
The Parts of a letter are
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|---|----------------------|
| { | 1. the heading, |
| | 2. the address, |
| | 3. the salutation, |
| | 4. the body, |
| | 5. the subscription. |

Toronto, Ont.,

May 5, 901.

Miss Ellen Fletcher,

Denver, Colorado.

My dear Friend,—

Your letter of April
20th was duly received.

We are all sorry that you
had to leave school. We
spoke of you often yester-
day, and wished that you
were with us.