

Outlines of Compositions.

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III.

LETTER TO PARENTS.

FORM.

87 Blank St., Toronto,

March 20, 1884.

My dear Parents,

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I am, my dear Parents,
Your loving and affectionate —,
M — B —.
Mr. James O'Connor,
24 Blank St., Quebec.¹

* Paragraphs.

1. This formality is frequently omitted in letters to near relatives or intimate acquaintances. In business and official letters it should be always given, but at the beginning of the letter immediately after the heading. Some authors favor giving it at the beginning for all classes of letters. This is simply a matter of personal taste.