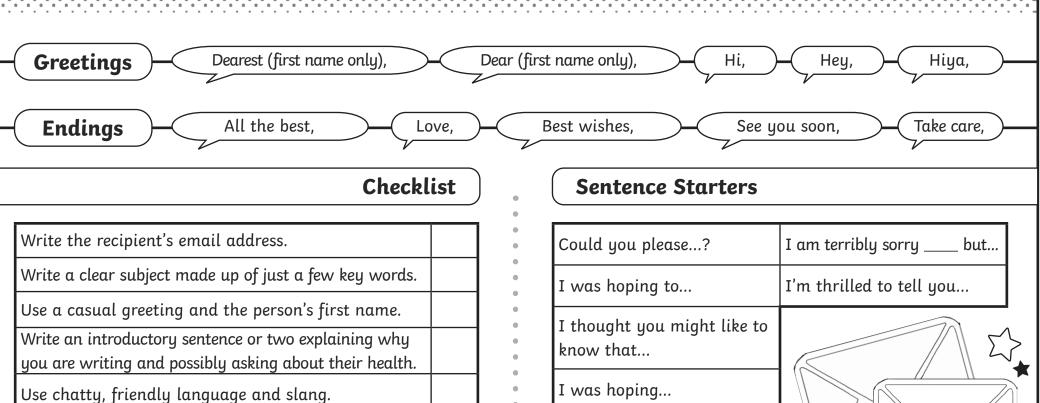
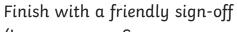
Writing an Informal Email Guide





I was happy/delighted/glad

to hear that...



(Love ______, See you soon, etc.)

Use simple, casual language rather than complex vocabulary.

