Informal email

DELETE   REPLY   FORWARD   TRASH   PRINT   SAVE

FROM: _____
TO: _____
DATE: _____

SUBJECT: _____

Formal email

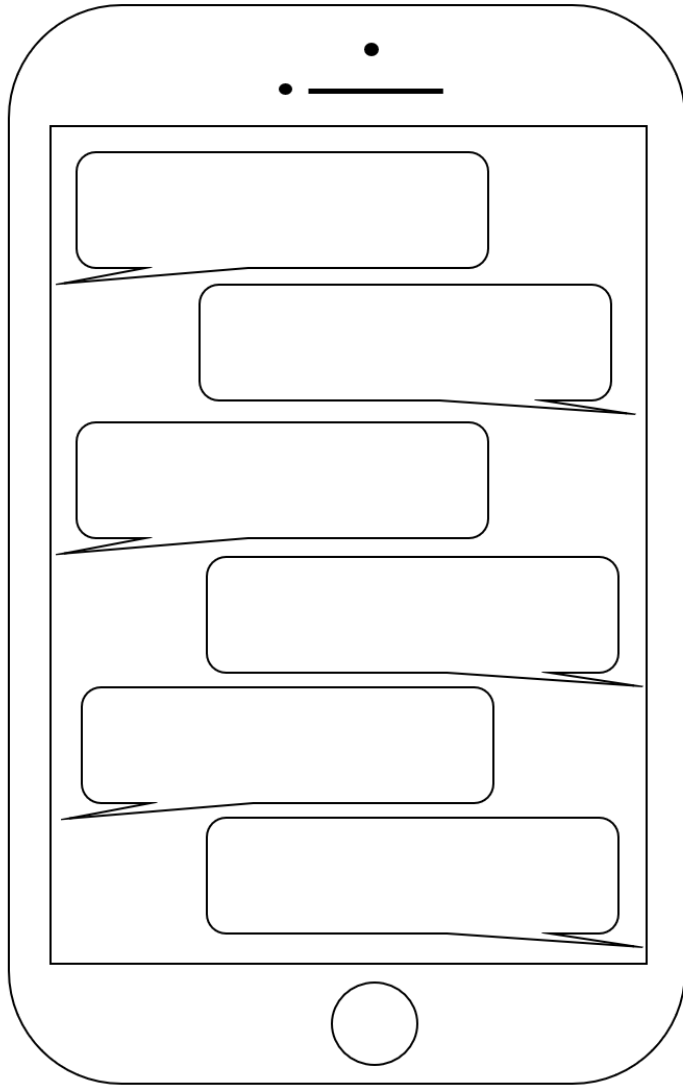DELETE   REPLY   FORWARD   TRASH   PRINT   SAVE

FROM: _____
TO: _____
DATE: _____

SUBJECT: _____

Informal Text

Formal Text