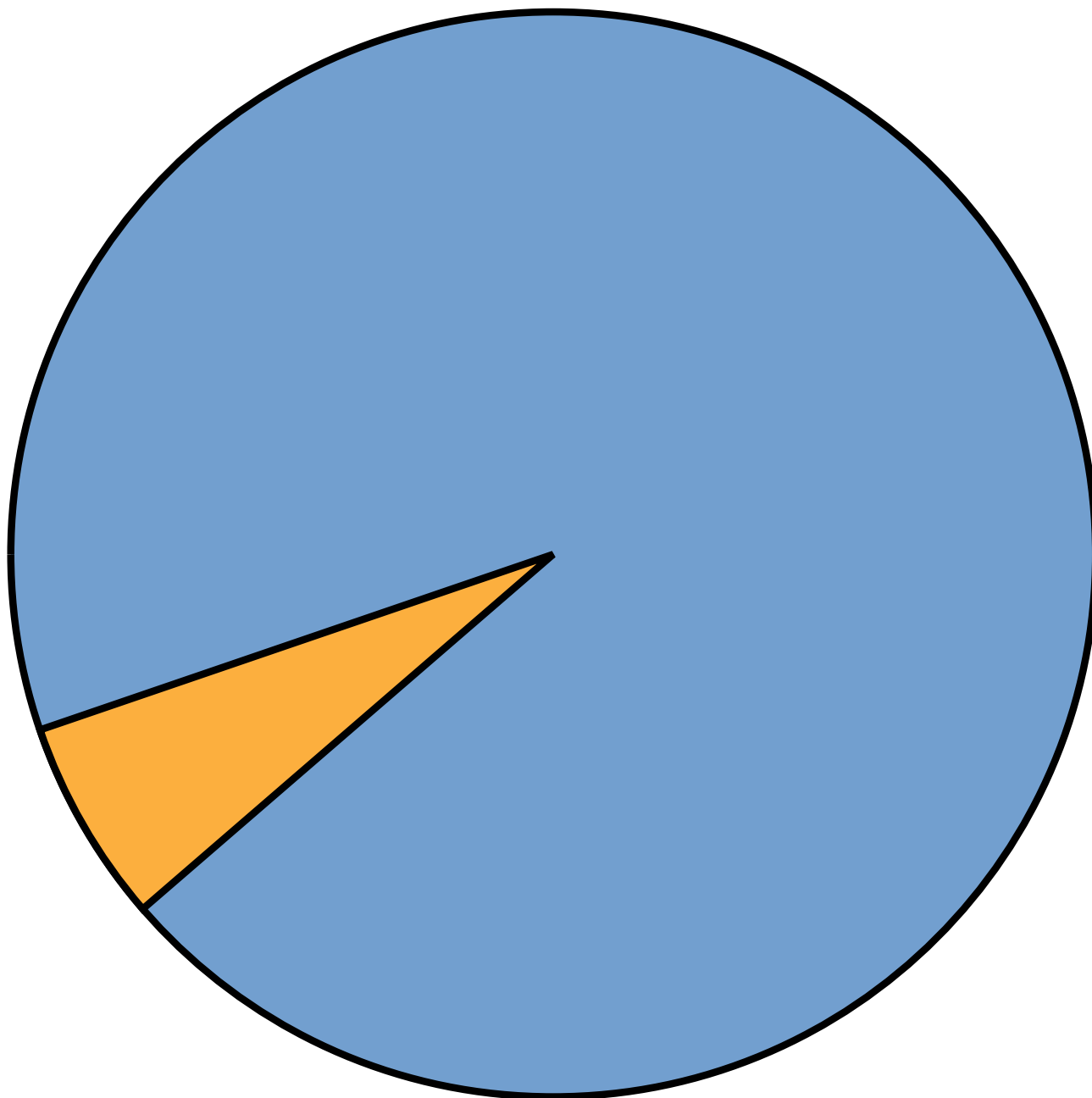


# Composition of a Typical E-mail



 Stating how urgent a problem is

 Actual description of problem