

The first thing I did was to
 go to the office and see
 what was going on. I found
 everything in a state of
 confusion. The papers were
 all over the place and
 I had to spend some time
 before I could get any
 work done. I was very
 busy and had to work
 late into the night. I
 was very tired and
 I had to go to bed
 early. I was very
 happy to see you and
 I hope you are well.
 I will write again soon.
 Your affectionate
 friend,
 John

I have just received your
 letter and I was very
 glad to hear from you.
 I am well and hope
 you are the same. I
 will write again soon.
 Your affectionate
 friend,
 John

