

The first of these is the
 name of the person to whom
 the letter is addressed. This
 is usually written in the
 left hand margin of the
 letter, and is often written
 in a different hand from
 the rest of the letter.

The second of these is the
 date of the letter. This is
 usually written in the
 right hand margin of the
 letter, and is often written
 in a different hand from
 the rest of the letter.

The third of these is the
 address of the person to whom
 the letter is addressed. This
 is usually written in the
 left hand margin of the
 letter, and is often written
 in a different hand from
 the rest of the letter.

The fourth of these is the
 name of the person who
 has written the letter. This
 is usually written in the
 right hand margin of the
 letter, and is often written
 in a different hand from
 the rest of the letter.

The fifth of these is the
 name of the person who
 has received the letter. This
 is usually written in the
 left hand margin of the
 letter, and is often written
 in a different hand from
 the rest of the letter.

The sixth of these is the
 name of the person who
 has sent the letter. This
 is usually written in the
 right hand margin of the
 letter, and is often written
 in a different hand from
 the rest of the letter.

The seventh of these is the
 name of the person who
 has received the letter. This
 is usually written in the
 left hand margin of the
 letter, and is often written
 in a different hand from
 the rest of the letter.

The eighth of these is the
 name of the person who
 has sent the letter. This
 is usually written in the
 right hand margin of the
 letter, and is often written
 in a different hand from
 the rest of the letter.