

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
[Opening paragraph: Begin with a friendly greeting and express the purpose of the letter.]
[Body paragraphs: Share news, updates, or personal anecdotes. Ask questions or invite a response if appropriate.]
[Closing paragraph: Wrap up your thoughts and express well wishes.]
Sincerely,
[Your Name]