

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly state the purpose of the letter.]
[Body: Provide necessary details and context regarding the family
matter.]
[Conclusion: State any actions you would like the recipient to take or
express your thoughts/emotions.]
Sincerely,
[Your Name]