[Your Address]
[City, State, ZIP Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
[Opening line or friendly greeting]
[Body of the letter - share news, thoughts, or updates]
[Concluding remarks - express well wishes, looking forward to hearing back, etc.]
Take care,
[Your Name]