

[Your Address]

[City, Postcode]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postcode]

Dear [Recipient's Name],

[Opening paragraph: Begin with a friendly greeting and introduce the reason for your letter.]

[Second paragraph: Include more details, share news, or express feelings.]

[Closing paragraph: Wrap up your thoughts and include any future plans or wishes.]

Yours sincerely,

[Your Name]