

[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 Greeting/Personal Comment]
[Body of the Letter]
[Personal Updates, Stories or Questions]
[Closing Remarks]
[Looking Forward to Hearing from You]
Warm regards,
[Your Name]