

****FV Family Letter Style Guide****

****1. Header****

- [Your Family Name]
- [Date]
- [Location]

****2. Salutation****

- Dear [Family Member's Name or "Fellow Family Members"],

****3. Opening Paragraph****

- Begin with a warm greeting and a brief update on your family's well-being.

Example: "We hope this letter finds you in great spirits! It has been a while since we last connected..."

****4. Body Paragraphs****

- Share personal updates:

Example: "The kids have grown so much since summer!"

- Discuss family events or gatherings:

Example: "We're excited for the upcoming family reunion in July!"

- Include anecdotes or memories:

Example: "Remember last year's trip to the beach?"

****5. Encouragement Section****

- Offer words of encouragement or support:

Example: "We are all rooting for your upcoming project!"

****6. Closing Paragraph****

- Summarize or express your thoughts for the future:

Example: "We look forward to hearing from you soon!"

****7. Farewell****

- Warm closing:

Example: "Much love,"

- [Your Signature]

- [Your Name]

- [Optional: Personal Note or Quote]

****8. Postscript (if necessary)****

- Optional: A brief note or reminder:

Example: "P.S. Don't forget to send pics from your recent trip!"

Feel free to adjust templates as needed for your family's unique style!