

**\*\*[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\*\***  
- Brief self-introduction  
- State your intention regarding the FWB arrangement  
**\*\*Body\*\***  
- Explain what you're looking for in a FWB relationship  
- Mention any mutual interests or previous connection (if applicable)  
- Outline your understanding of boundaries and communication  
**\*\*Conclusion\*\***  
- Invite them to discuss further if interested  
- Thank them for their consideration  
Sincerely,  
[Your Name]