

[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 paragraph: Begin with a warm greeting and state the purpose of the letter.]  
[Second paragraph: Share personal updates, stories, or thoughts.]  
[Third paragraph: Express any feelings, appreciation, or future intentions.]  
[Closing paragraph: Summarize your thoughts and provide a cordial closing statement.]  
Sincerely,  
[Your Name]