

[Your Address]  
[City, State, Zip Code]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening line - friendly greeting]  
[Body of the letter - share news, thoughts, or feelings]  
[Closing thoughts - can include questions or plans]  
Take care,  
[Your Name]