

[Your Address]
[City, State, ZIP Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
[Opening paragraph: a friendly greeting or reference to a previous conversation.]
[Body of the letter: share news, updates, or feelings. This can be several paragraphs long.]
[Closing paragraph: wrap up the letter, offer further thoughts, or express anticipation for a reply.]
Warm regards,
[Your Name]