

[Your Address]  
[City, State, Zip Code]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: friendly greeting and inquiry about the recipient's well-being.]  
[Body paragraphs: share personal news, experiences, or thoughts; ask questions to encourage a response.]  
[Closing paragraph: express anticipation for a reply and your well wishes.]  
Sincerely,  
[Your Name]