

[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]