

[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: Start with a friendly greeting and state the purpose of your letter.]

[Body paragraphs: Share your thoughts, experiences, or updates. Feel free to express your feelings or ask questions.]

[Closing paragraph: Summarize your main points and express any final thoughts or wishes.]

Sincerely,  
[Your Name]