

[Your Address]
[City, State, ZIP Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
[Opening paragraph: Start with a friendly greeting and inquire about the recipient's well-being.]
[Body paragraph(s): Share news, updates, or stories, and express your thoughts or feelings.]
[Closing paragraph: Wrap up with a positive note and an invitation to respond.]
Sincerely,
[Your Name]