

**\*\*HJSC Letter Format for Personal Messages\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening greeting or personal note]

[Main body of the message - share your thoughts, feelings, or information you wish to convey.]

[Closing statement or a personal note]

Warm regards,

[Your Name]