

[Your Name]
[Your Address]
[City, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, Zip Code]
Dear [Recipient's Name],
konnichiha, [Recipient's Name]san.
Si ha[Your Name]desu. yoroshikuoYuan ishimasu.
Jin , Si haRi Ben Yu woMian Qiang shiteimasu. anatahaYuan Qi desuka?Zui
Jin , Si haRi Ben noYing Hua woJian mashita. totemoMian Bai katsutadesu.
[Your Name]yori
[Your Email Address] (optional)