

[Your Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening greeting or small talk.]
[Body of the letter: share news, updates, or ask questions.]
[Additional thoughts or anecdotes.]
[Closing remarks or well wishes.]
Best,
[Your Name]