

[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 - greeting and expressing hope that the recipient is
doing well.]
[Body paragraph - share news, experiences, or updates. Ask about the
recipient's life and interests.]
[Additional paragraph - continue sharing thoughts, reminiscences, or
plans for the future.]
[Closing paragraph - wrap up the letter with concluding thoughts and well
wishes.]
Sincerely,
[Your Name]