

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear Jyotiba,

[Opening Paragraph: Start with a warm greeting and express the purpose of your letter.]

[Body Paragraph(s): Share your thoughts, feelings, or updates. You may include personal anecdotes or memories that relate to your relationship with Jyotiba.]

[Concluding Paragraph: Wrap up your thoughts, express well wishes, and mention looking forward to hearing back or seeing each other soon.]

Sincerely,

[Your Name]