Greeting Letter Outline Template
1. **Sender's Information**
 - Name
 - Address
 - City, State, Zip Code
 - Email
 - Phone Number
 - Date
2. **Recipient's Information**
 - Name
 - Address
 - City, State, Zip Code
3. **Salutation**
 - "Dear [Recipient's Name],"
4. **Opening**
 - Brief introduction or reason for writing
 - Express warm greetings
5. **Body**
 - Share any personal anecdotes or updates
 - Mention common interests or mutual acquaintances
 - Extend good wishes or congratulations (if applicable)
6. **Closing Remarks**
 - Summarize your well wishes
 - Invite a response or further communication
7. **Sign-Off**
 - "Sincerely," or "Best wishes,"
 - [Your Name]