

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

To [Recipient's Name],  
[Recipient's Address]  
[City, State, Zip Code]

Grace and peace unto thee from God our Father, and the Lord Jesus Christ. I write unto thee with a heart full of gladness, and a spirit seeking to edify and encourage. For it is my desire that we may dwell together in unity and love, as it is written in the Scriptures.

Verily, I have thought of thee often, and I pray that thou art in good health and prosperous in all thy endeavors, even as thy soul prospereth. Let us not forget the words of the wise, which say, "Iron sharpeneth iron; so a man sharpeneth the countenance of his friend." (Proverbs 27:17) I urge thee to remain steadfast in faith and to seek the guidance of the Holy Spirit in all thy decisions.

If there be any need or burden upon thy heart, do not hesitate to share it with me, for I am here to support thee in thy walk with the Lord. I shall continue to lift thee up in my prayers, that thou mayest find strength and solace in the love of Christ.

In closing, I beseech thee to hold fast to the truths of the Gospel and to walk in the light of the Lord.

With all due affection, I remain thine in Christ,

[Your Name]  
[Your Title/Position, if applicable]