

[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],

[Insert introductory paragraph here.]

[Insert main content and ideas here.]

[Insert concluding paragraph here.]

Sincerely,

[Your Name]

****Scripture Quote:**** [Insert a relevant verse from the KJV Bible]

Example: "For I know the thoughts that I think toward you, saith the LORD, thoughts of peace, and not of evil, to give you an expected end." - Jeremiah 29:11