[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], [Salutation/Opening line in the style of KJV, e.g., "Greetings in the name of our Lord."] [Body of the letter - express your thoughts, feelings, or messages in a formal manner, using archaic language where appropriate.] [Concluding remarks, e.g., "With all due respect and earnestness,"] [Your Name]