

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

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

Greetings,

1. I, [Your Name], do write unto thee this day, with a heart full of earnestness and sincerity.
2. As I contemplate the matters that weigh upon my spirit, I am moved to share my thoughts and intentions with thee.
3. Verily, I believe that communication is the pathway to understanding, and thus, I seek to convey my sentiments unto you.
4. It hath been upon my mind that [describe the purpose or main point of the letter].
5. I trust that thou wilt consider my words, for they arise out of affection and regard.
6. I beseech thee to respond at thy earliest convenience, that we may engage in further discourse.
7. May peace and joy be thy companions in all thy endeavors.

With all due respect,
[Your Name]