

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Personal greeting and purpose of the letter.]  
[Body paragraph 1: Share personal news or updates.]  
[Body paragraph 2: Discuss any shared experiences or memories.]  
[Body paragraph 3: Include any important thoughts or reflections.]  
[Closing paragraph: Looking forward to future interactions or expressing well wishes.]  
Warm regards,  
[Your Name]