

[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],

I hope this letter finds you well. I wanted to take a moment to [mention the reason for your greeting, e.g., wish you a happy birthday, congratulate on an achievement, etc.].

[Include a personal note or memory, if applicable].

Looking forward to hearing from you soon.

Warm regards,

[Your Name]