

[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: A friendly greeting or personal note.]
[Body paragraphs: Discuss the purpose of your letter, sharing updates,
thoughts, or feelings.]
[Closing paragraph: Summarize your message, express any sentiments, or
invite a response.]
Sincerely,
[Your Name]