

[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],
[Opening paragraph - friendly greeting and reason for writing.]
[Body paragraphs - share news, updates, or feelings.]
[Closing paragraph - wrap up your thoughts and express any final
sentiments.]
Sincerely,
[Your Name]