

[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: Start with a warm greeting or reference to a past encounter.]  
[Second paragraph: Share personal updates or news.]  
[Third paragraph: Express feelings or thoughts related to the update or topic.]  
[Closing paragraph: Wrap up with a positive note or invitation to respond.]  
Sincerely,  
[Your Name]