

[Your Address]  
[City, State, Zip Code]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Start with a warm greeting and inquire about the recipient's well-being.]  
[Body paragraphs: Share updates, stories, or thoughts. Ask questions to engage the recipient.]  
[Closing paragraph: Express your anticipation for their reply and any forthcoming plans.]  
Warm regards,  
[Your Name]