

[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 line - Personal greeting or expression of goodwill]  
[Body of the letter - Share thoughts, experiences, or updates]  
[Closing thoughts - Express hopes or wishes]  
Warm regards,  
[Your Name]