

[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 - friendly greeting or well wishes]  
[Body of the letter - share news, thoughts, or updates]  
[Closing remarks - express hope to hear back or send additional wishes]  
Warm regards,  
[Your Name]