

[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: Begin with a friendly greeting and express the reason
for writing.]
[Body paragraphs: Share updates, thoughts, or stories. Feel free to
include personal anecdotes or feelings.]
[Closing paragraph: Wrap up the letter with a warm closing remark or call
to action.]
Sincerely,
[Your Name]