

****Personal Letter Structure Guide****

1. **Your Address**

[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

2. **Recipient's Address**

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

3. **Salutation**

Dear [Recipient's Name],

4. **Opening Paragraph**

[Start with a friendly greeting or a personal update.]

5. **Body Paragraph(s)**

[Share your thoughts, experiences, or any specific news you want to convey. Use multiple paragraphs if needed.]

6. **Closing Paragraph**

[Wrap up your letter with a warm closing remark or invitation.]

7. **Closing Signature**

Sincerely, / Best wishes, / Warm regards,
[Your Name]

8. **Postscript (Optional)**

P.S. [Any additional note or reminder.]