

[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 ask how they are doing.]
[Body paragraph(s): Share news, updates, or experiences. Ask questions and express interest in the recipient's life.]
[Closing paragraph: Summarize your thoughts and express your hope to hear back from them soon.]
Warm regards,
[Your Name]