

**\*\*Personal Letter Structure Template\*\***

[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 paragraph: Start with a friendly greeting and ask how the recipient is doing.]

[Body paragraphs: Share updates about your life, any news you want to share, and ask about the recipient's life.]

[Closing paragraph: Summarize your feelings, express your wishes for them, and invite a response.]

Sincerely,

[Your Name]