

[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],
konnichiha! (Hello!)
Si ha [Your Name] desu. (I am [Your Name].)
anatanokotogatotemoQi ninarimasu. (I have been thinking about you a lot.)
Zui Jin , [something about your life or what you've been doing]
nitsuiteHua shitaidesu. (I would like to talk about [something about your
life or what you've been doing].)
anatahaZui Jin He woshiteimasuka? (What have you been doing lately?)
mataHui eruRi woLe shiminishiteimasu. (I look forward to seeing you
again.)
sayounara! (Goodbye!)
[Your Name]