[Sender's Address]
[City, State, ZIP Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
priy' [Recipient's Name],
[Opening paragraph: Introduction and purpose of the letter]
[Body of the letter: Main content, elaboration on the subject]
[Concluding paragraph: Summary or call to action]
dhnybaad,
[Your Name]
[Your Contact Information]