

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
Wyatt Earp
[His Address]
[City, State, Zip Code]
Dear Mr. Earp,
[Opening line: a greeting or introduction related to the purpose of the letter.]
[Body of the letter: express your thoughts, questions, or requests. Include specific details and maintain a respectful tone.]
[Concluding statement: a summary of your request or thoughts, offering gratitude or best wishes.]
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]