

[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: A friendly greeting and a statement about how you are
doing or reflecting on a shared experience.]
[Second paragraph: The main content of the letter, discussing specific
topics, sharing personal news, or asking questions.]
[Third paragraph: A closing thought, reiterating your feelings or
summarizing what you've discussed.]
[Closing: A friendly sign-off.]
Sincerely,
[Your Name]