

[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: Begin with a friendly greeting and a personal note.]  
[Body paragraphs: Share updates, thoughts, or feelings. Be conversational  
and engaging.]  
[Closing paragraph: Wrap up your letter with well wishes or a call to  
action, if appropriate.]  
Sincerely,  
[Your Name]