XnView Personal Letter Outline
1. **Date**
 - [Insert Date]
2. **Sender's Information**
 - [Your Name]
 - [Your Address]
 - [City, State, Zip Code]
 - [Email Address]
3. **Recipient's Information**
 - [Recipient's Name]
 - [Recipient's Address]
 - [City, State, Zip Code]
4. **Salutation**
 - Dear [Recipient's Name],
5. **Introduction**
 - Briefly state the purpose of the letter and your relationship to the recipient.
6. **Body Paragraphs**
 - **Paragraph 1:** [Main point or topic of discussion]
 - **Paragraph 2:** [Additional thoughts or context]
 - **Paragraph 3:** [Any further details or anecdotes]
7. **Conclusion**
 - Summarize your main points and express any final thoughts or wishes.
8. **Closing**
 - Sincerely, / Best regards, / Warm wishes,
 - [Your Name]
9. **Postscript (Optional)**
 - P.S. [Any additional note or reminder]
10. **Enclosures (Optional)**
 - [List any enclosed documents, if applicable]