

[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: Friendly greeting and introductory remarks.]
[Body paragraphs: Share updates, personal thoughts, or experiences. Feel
free to include anecdotes or memories.]
[Closing paragraph: Express well-wishes and invite a response.]
Sincerely,
[Your Name]