

[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: Introduce the purpose of the letter.]  
[Body paragraphs: Share thoughts, feelings, updates, or news.]  
[Closing paragraph: Wrap up your letter and express any final thoughts.]  
Sincerely,  
[Your Name]