

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address] (optional)
[Date]

[Recipient's Name]
[Recipient's Title or Position]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [your grade] at [Your School's Name]. I am writing to you because [state the purpose of your letter, such as asking a question, sharing an experience, or expressing gratitude].

[Add one or two more sentences to provide more details about your purpose. Use clear and simple language.]

Thank you for taking the time to read my letter. I am looking forward to your reply.

Sincerely,
[Your Name]
[Your Grade]