

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, Province, Postal Code]  
Dear [Recipient's Name],  
[Opening line or greeting.]  
[Body of the letter: Share your thoughts, feelings, or any information  
you want to convey.]  
[Closing remarks.]  
Sincerely,  
[Your Name]