

[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: Briefly explain the purpose of your letter.]
[Body paragraphs: Elaborate on your thoughts, feelings, or experiences
related to the purpose. Be personal and specific.]
[Closing paragraph: Summarize your main points and express any hopes or
wishes for the recipient.]
Warm regards,
[Your Name]