

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Yvonne [Last Name]
[Her Address]
[City, State, Zip Code]

Dear Yvonne,

[Opening line expressing friendship or connection.]

[Main body of the letter, sharing updates, thoughts, or requests.]

[Closing thoughts or feelings.]

Sincerely,
[Your Name]