

[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: Share a warm greeting and a personal remark.]
[Body Paragraph 1: Discuss the main reason for writing the letter.]
[Body Paragraph 2: Share any additional thoughts, memories, or updates.]
[Closing Paragraph: Wrap up with well-wishes and an invitation to respond.]
Sincerely,
[Your Name]