

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening line expressing the purpose of your letter or your feelings.]  
[Body of the letter - share your thoughts, feelings, and any relevant stories or memories.]  
[Express any hopes for the future or what you wish to happen next.]  
[Closing line with a warm sentiment.]  
Sincerely,  
[Your Name]