

[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],  
[Introduction: Briefly state the purpose of your letter.]  
[Body: Elaborate on your main points, sharing personal stories, details,  
or feelings. Try to connect with the recipient on a personal level.]  
[Conclusion: Summarize your thoughts and express your wishes or next  
steps.]  
Warm regards,  
[Your Name]