

[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: Introduce the purpose of your letter.]  
[Middle paragraphs: Provide more details and share your thoughts or feelings.]  
[Closing paragraph: Summarize your message and include any closing thoughts.]  
Sincerely,  
[Your Name]