

[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],

I hope this message finds you well. I wanted to take a moment to express  
[your feelings, thoughts, or a personal message].

[Insert a personal anecdote, memory, or any specific reason for writing  
the letter].

Thank you for being such an important part of my life. I truly appreciate  
[mention what you are grateful for].

Looking forward to hearing from you soon!

Warm regards,

[Your Name]