

[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: Start with a friendly greeting and a personal note.]  
[Body paragraphs: Share your thoughts, experiences, or news. You can  
include multiple paragraphs for different topics.]  
[Closing paragraph: Wrap up your letter with a warm closing statement or  
an invitation to respond.]  
Sincerely,  
[Your Name]