

[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 paragraph: Write a friendly greeting and state the purpose of  
your letter.]  
[Body paragraph(s): Share your thoughts, updates, or any specific details  
you wish to convey.]  
[Closing paragraph: Wrap up your letter with a warm closing statement.]  
Sincerely,  
[Your Name]