

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Sawubona [Recipient's Name],
Ngiyethemba ukuthi uphila kahle. Ngifuna ukukwazisa nge [reason for
writing the letter].
[Body of the letter]
Ngiyabonga ngesikhathi sakho. Ngithumele impendulo uma ungathanda.
Ngiyaphila,
[Your Name]