

****QKL Template for Personal Letters****

[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],

****Q: Question****

[Start with a question or a prompt that relates to the recipient, e.g.,

"How have you been doing since our last get-together?"]

****K: Knowledge****

[Share some personal news, updates about your life, or mutual interests, e.g., "I recently started taking up hiking and it's been a wonderful experience!"]

****L: Love/Closing****

[Wrap up with warm thoughts, a positive note, or an expression of affection, e.g., "I can't wait to hear all about your recent trip. Sending you lots of love!"]

Warm regards,

[Your Name]
