

[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 line - a friendly greeting or inquiry about the recipient's well-being.]

[Main body of the letter - share your news, thoughts, or feelings; ask questions or provide updates.]

[Closing line - express hope for a response or mention looking forward to seeing them.]

Sincerely,  
[Your Name]