

[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],
[Start your friendly letter here. Share updates, ask how they are doing,
and express any thoughts you want to communicate.]
Looking forward to hearing from you soon!
Warm regards,
[Your Name]