

[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],

I hope this letter finds you well! I wanted to write to you because
[insert reason for writing, e.g., "I wanted to tell you about my recent
vacation" or "I wanted to share my favorite book with you."]

[Insert a few sentences about the topic. For example:

- If sharing a vacation: "I went to the beach and built sandcastles."

- If sharing a book: "The book is about a boy who finds a magical
world."]

I also wanted to ask you a question: [insert question, e.g., "What did
you do over the weekend?" or "What is your favorite movie?"]

I can't wait to hear back from you.

Take care!

Sincerely,

[Your Name]