

[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 in great spirits! As we approach this special occasion, I wanted to take a moment to express my heartfelt thoughts and warm wishes.

[Insert a personal anecdote or memory related to the occasion]. It's moments like these that remind me just how much you mean to me.

On this special day, I wish you all the joy, love, and happiness. You deserve every beautiful moment that comes your way.

XOXO,

[Your Name]