

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening salutation, expressing hope or well wishes.]  
[Body of the letter - introductory paragraph, main content, concluding thoughts.]  
[Closing salutation, expressing gratitude or anticipation.]  
Yours sincerely,  
[Your Name]