

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
Dear [Recipient's Name],  
[Opening line: a warm greeting or a fond memory]  
[Body paragraph 1: Share personal feelings or experiences]  
[Body paragraph 2: Express your wishes, thoughts, or advice]  
[Body paragraph 3: Share any additional memories or anecdotes]  
[Closing line: A heartfelt conclusion]  
Warm regards,  
[Your Name]