

[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 letter here. Share your thoughts, news, or any message you
wish to convey. Remember to be courteous and clear in your
communication.]
Warm regards,
[Your Name]

*Background design: Soft pastel colors with ylang ylang flowers
delicately placed in the corners or as a faint watermark.*