```
[Your Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening line/interest]
[Main body of the letter - share news, feelings, or thoughts]
[Closing remarks - invite a response, suggest future plans]
Take care,
[Your Name]
```