

[Your Address]  
[City, State, ZIP Code]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
I hope you are doing well! I wanted to share some exciting news with you.  
[Insert your message or story].  
I also wanted to ask you about [insert question or topic]. It would be  
great to hear your thoughts!  
Thank you for reading my letter. I can't wait to hear back from you!  
Best wishes,  
[Your Name]