

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email (optional)]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Line: A friendly greeting or ask how they are doing.]
[Body: Write 2-3 paragraphs about the main topic of your letter. You can share news, ask questions, or express feelings.]
[Closing Paragraph: Sum up your letter and add any final thoughts or questions.]
Thank you for reading my letter! I hope to hear from you soon.
Sincerely,
[Your Name]