Letter Writing Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address] (optional)
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to you because [insert reason for writing, e.g., "I wanted to share my experience at school this year."]
[Insert a few sentences detailing your main points or thoughts. For example, "This year, we have been learning about different animals in science class. My favorite project was about dolphins because they are so intelligent."]
[Optional: Include a personal touch or ask a question, e.g., "What have you been up to lately? I would love to hear about your recent adventures!"]
Thank you for taking the time to read my letter. I look forward to hearing from you soon!
Sincerely,
[Your Name]