

[Your Name]

[Street Address]

[City, State ZIP]

[Date]

[Recipient Name]

[Recipient Street Address]

[Recipient City, State ZIP]

Dear [Recipient Name],

[Your message goes here. Start your letter with a friendly greeting, and then write your message in concise paragraphs. Remember to keep your tone appropriate for your relationship with the recipient.]

[Conclude your letter with a kind closing statement.]

Sincerely,

[Your Name]