[Your Street Address]  
[Your City]  
[Your Postcode]  
  
[Month, Day, Year]

[Name of recipient]   
[Street Address]  
[City]  
[Postcode]

Dear [Salutations –Decide on your familiarity with the person and either use their first name or "Mr, Mrs, Miss" etc. followed by their surname],

[Introduction – briefly introduce yourself or the situation; ask on his/her condition; comment on yours]

[Your personal message to the person – can be multi-paragraphs]

Yours sincerely, [Depending on your familiarity, sign off]

[Your written Signature]

[Your Name]