SAMPLE LETTER

**[Senders Name]**  
[Address line]  
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**  
[Address line]  
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

Just what did that tree ever do to you? There it minded its own business, and you had to go and ride into it. Sarah and I went round your house yesterday and your kids are coping well. They seem to be getting by on pizza. Don't worry we dropped off some proper food.  
  
Get well soon! Everyone is missing you.

Sincerely,   
  
[Senders Name]  
[Senders Title] -Optional-

[Enclosures: number] - Optional -   
cc: [Name of copy recipient] - Optional -