

Dear Mr. [Name]
 I have just received your letter of the 21st and am
 glad to hear that you are well. I am
 writing you now as I have just
 returned from a short trip to the
 country. I have seen some very
 beautiful scenery and have
 enjoyed it very much. I hope
 you will be able to visit me
 sometime. I am very
 truly
 Yours,
 [Name]