

Subject: Just Checking In!

Dear [Recipient's Name],

I hope this message finds you well!

I wanted to take a moment to see how you have been and catch up.

[Personalize with a specific question or update about their recent activities or interests.]

As for me, [Share a brief personal update or news.]

Looking forward to hearing from you soon!

Best wishes,

[Your Name]

[Your Contact Information]

[Optional: A friendly closing remark or quote]