

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear AJ,

I hope this letter finds you in great spirits.

[Insert a warm introduction or a personal anecdote.]

As I reflect on our recent interactions, I am reminded of [mention a relevant memory or shared experience], which truly exemplifies the essence of our connection.

[Continue with the main purpose of the letter, whether it's to share news, express gratitude, or invite AJ to an event.]

I look forward to hearing from you soon. Until then, take care and best wishes for all your endeavors.

Warm regards,

[Your Name]