

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

[Opening paragraph: Casual greeting and a general update on your life or what you've been up to.]

[Second paragraph: Share details or stories you wish to convey, ask about the recipient, and include any questions or comments.]

[Closing paragraph: Wrap up with a friendly note, and express your desire to hear back soon or suggest a plan to meet up.]

Take care,

[Your Name]