

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

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

Dear [Recipient's Name],

I hope this letter finds you well. It has been a while since we last caught up, and I wanted to take a moment to share some thoughts with you.

[Insert a personal update, a story, or ask about the recipient's life.]

I've been thinking about our last conversation, and I really enjoyed [mention a specific topic or memory]. It would be great to hear your thoughts on that again.

Let's plan to get together soon! I'd love to hear all about what you've been up to.

Take care and looking forward to your reply.

Warm regards,

[Your Name]