

[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's been a while since we last caught up, and I just wanted to share some updates and see how you've been.

[Write a few sentences about what you have been up to, any recent experiences, or news.]

Also, I would love to hear what you've been up to lately. [Ask questions about their life, interests, or recent events.]

Let's try to catch up soon! Maybe we can plan a get-together or a call. I really miss our chats.

Take care and write back when you can!

Best,

[Your Name]