

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

CJ Smith

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

Dear CJ,

I hope this letter finds you well. I've been thinking about you lately and wanted to reach out.

[Insert personal anecdote or update about your life].

I often reminisce about [shared memory or experience] and how much fun we had. It's moments like these that remind me of our friendship and the good times we've enjoyed together.

I'd love to hear what you've been up to. How's everything going on your end? [Ask questions about their life, interests, or recent events].

Let's catch up soon! Maybe we can arrange a time to grab coffee or have a call? Looking forward to hearing from you.

Take care,

[Your Name]