

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

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

Dear CJ,

I hope this letter finds you well! I wanted to take a moment to reach out and share how much I appreciate our friendship.

Remember our trip to [specific place/event] last year? I still think about those laughs we had and the amazing memories we made together. It's moments like those that remind me how lucky I am to have you in my life. I've been thinking it might be fun to [suggest an activity, like catching up over coffee or planning a weekend getaway]. Let me know your schedule over the next few weeks; I would love to catch up and create new memories!

Take care and talk soon!

Warmest regards,

[Your Name]