

[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],

[Opening paragraph: Start with a friendly greeting and ask how they are doing. Mention any recent events or news related to them or you.]

[Body paragraphs: Share personal updates, thoughts, or experiences. You may also include questions or topics for discussion.]

[Closing paragraph: Wrap up with warm wishes, expressing your desire to hear back from them soon.]

Sincerely,  
[Your Name]