

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I hope this letter finds you well!

[Paragraph 1: Start with a friendly greeting and ask how they are doing. Share a little about yourself or your recent activities.]

[Paragraph 2: Share any news, updates, or experiences you'd like to discuss. This could include school events, hobbies, or mutual friends.]

[Paragraph 3: Ask questions about the recipient's life. Show genuine interest in their experiences or opinions.]

[Paragraph 4: Close with warm wishes, a positive note, or possibly mention hoping to meet up soon.]

Take care and write back when you can!

Best wishes,

[Your Name]