

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

[Associate's Name]  
[Associate's Address]  
[City, State, Zip Code]

Dear [Associate's Name],

I hope this message finds you well. I wanted to take a moment to reach out as I've noticed we haven't connected in a while. It's been on my mind, and I genuinely value the time we spent together.

I understand that life can get busy, and sometimes connections can fade unintentionally. If there's anything you'd like to share or discuss, I'm here to listen. It's important to me that we maintain our relationship, as I've always appreciated your insights and expertise.

If you're open to it, I'd love to catch up over coffee or a call when it's convenient for you.

Looking forward to hearing from you.

Warm regards,

[Your Name]