

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Colleague's Name]
[Colleague's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Colleague's Name],

I hope this message finds you well. I've noticed that we haven't been in touch lately, and I wanted to reach out to check in on you.

I truly value the time we spent working together and appreciated the insights you brought to our team. It's understandable that life can get busy, and we all face challenges that may pull us away from our usual connections.

If there's anything on your mind or if you would like to catch up, please know that I'm here to listen. No matter where life may lead us, I genuinely appreciate our past collaborations and hope that we can reconnect in some way.

Take care and know that you're thought of fondly.

Warm regards,

[Your Name]
[Your Job Title]
[Company Name]
[Your Phone Number]