

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

[Teammate's Name]
[Teammate's Address] (if known)
[City, State, Zip Code] (if known)

Dear [Teammate's Name],

I hope this letter finds you well. I've been thinking about you lately and wanted to reach out.

It's been a while since we last connected, and I really miss our teamwork and the fun times we shared. I understand that life can get busy, and sometimes we drift apart.

If you're up for it, I'd love to catch up and hear how you've been doing. Whether it's over coffee or a quick chat, I'm here whenever you're ready! Take care, and I hope to hear from you soon.

Warm regards,
[Your Name]