

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

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

Hey [Recipient's Name],

I hope you're doing well! I just wanted to drop you a quick note to
[mention the reason for writing, e.g., check in, share news, etc.].

[Add a personal touch or anecdote related to the reason, keeping the tone
light and casual.]

Let's catch up soon! I'd love to hear what you've been up to.

Take care!

Best,

[Your Name]