

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

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

Dear [Recipient's Name],

I hope this letter finds you in great spirits! I wanted to take a moment to reach out and see how you have been.

[Share a personal update or memory]

I've been thinking about our last get-together and how much fun we had.

It would be wonderful to catch up soon!

[Suggestion for future plans]

Please let me know when you're free to chat or meet up. I look forward to hearing from you!

Warm regards,

[Your Name]