

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Hey [Recipient's Name],
I hope this message finds you well! I just wanted to drop you a quick
note to [insert purpose of the letter, e.g., catch up, share some news,
etc.].
[Share some personal updates, anecdotes, or questions to engage the
recipient.]
Looking forward to hearing back from you soon!
Best,
[Your Name]
P.S. [Add a casual or fun closing remark if desired.]