

****Casual Letter Template****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I hope this letter finds you well! I just wanted to take a moment to catch up and share some updates from my side.

[Paragraph 1: Share something personal or a recent experience. E.g., I recently went on a trip to... and it was absolutely amazing!]

[Paragraph 2: Ask about the recipient or share mutual interests. E.g., How have you been? Have you watched any good movies lately?]

[Paragraph 3: Mention any upcoming plans or invite them to do something together. E.g., I'm planning to visit next month, would love to see you!]

Looking forward to hearing from you soon!

Best,

[Your Name]