

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

Dear Jyoti,

I hope this letter finds you in good health and high spirits! It has been a while since we last caught up, and I wanted to take a moment to share some updates and hear all about what you've been up to.

[Share a personal anecdote or news here.]

I remember the last time we met, we talked about [mention any previous conversation topic]. I'd love to hear your thoughts on that now!

Let's plan a get-together soon; I miss our chats and laughter. You can let me know when you're free, and we can pick a place!

Take care and write back when you can.

Warm regards,

[Your Name]