

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

Jyoti

[Jyoti's Address]
[City, State, ZIP Code]

Dear Jyoti,

I hope this letter finds you in great spirits!

[Insert personalized message or inquiry about Jyoti's well-being, recent events, etc.]

Looking forward to hearing from you soon!

Best regards,

[Your Name]