

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear Jyoti,

[Start your letter with a greeting or a personal note. You can share updates about your life, ask about hers, or express your thoughts.]

[Continue with the main message. This could involve sharing experiences, discussing shared interests, or expressing feelings.]

[Conclude the letter with warm wishes, an invitation to respond, or a closing thought.]

Take care,

[Your Name]