

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear Jyothi,

I hope this letter finds you in great spirits. [Opening sentence about your relationship or a shared memory].

[Paragraph about what you have been up to lately, sharing personal news or experiences].

[Paragraph expressing thoughts or feelings about a specific topic, or asking questions about Jyothi's life].

I look forward to hearing from you soon.

Take care and lots of love,

[Your Name]