

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

[Relative's Name]  
[Relative's Address]  
[City, State, ZIP Code]

Dear [Relative's Name],

I hope this letter finds you well. My name is [Your Name], and I am a friend of [Friend's Name]. [Friend's Name] has spoken highly of you, and I wanted to reach out to connect further.

I've always appreciated [mention a quality or interest of the relative that you admire], and I thought it would be nice to learn more about your experiences and insights.

If you're open to it, I would love to grab a coffee or chat over the phone sometime. Please let me know what works for you!

Looking forward to hearing from you soon.

Best regards,

[Your Name]