

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to reach out and reconnect after all this time. [Insert a personal note or memory to remind them of your connection.]

I would love to hear how you've been and catch up on what's new in your life. If you're available, perhaps we could meet for coffee or a chat over the phone sometime soon.

Looking forward to hearing from you!

Best regards,

[Your Name]