

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Start with a warm greeting and ask about the  
recipient's well-being.]  
[Body paragraph(s): Share updates about your life, ask about their  
experiences, and include any memories or anecdotes you'd like to share.]  
[Closing paragraph: Express your feelings, reiterate your well-wishes,  
and perhaps suggest a time to catch up.]  
Take care and write back when you can!  
Warm regards,  
[Your Name]