

[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],

I hope this letter finds you well. It's been a while since we last connected, and I wanted to reach out to see how things are going for you in Ohio.

[Insert a personal update about your life or ask about the recipient's life.]

I recently [share a personal anecdote or memory related to the recipient]. It reminded me of the fun times we had together.

I would love to hear all about what you've been up to. Please write back when you have a chance.

Take care, and I look forward to your reply!

Best wishes,

[Your Name]