

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

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

Dear [Colleague's Name],

I hope this message finds you well! It's been quite a while since we last connected, and I often think back fondly on our time working together at [Company/Project Name].

I wanted to reach out to see how you've been and to catch up on what's new in your life. I've been [brief personal update, e.g., "working on some exciting projects" or "spending time with family"].

If you're up for it, I'd love to grab coffee or hop on a call sometime soon. I would enjoy reminiscing and hearing all about your latest endeavors.

Looking forward to hearing from you!

Best,

[Your Name]
[Your Phone Number]
[LinkedIn Profile or Other Contact Info]