

[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 letter finds you in good health and spirits. I wanted to take a moment to reach out and share some news with you, as well as see how you have been doing.

[Personalized message: Share a memory, update on family, or ask about their wellbeing.]

I have been thinking about you and wanted to remind you that you are very much loved and cherished. If you need anything or just want to chat, please do not hesitate to reach out.

Wishing you peace and happiness.

Warm regards,

[Your Name]