

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

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

Dear [Recipient's Name],

I hope this let-ter finds you in good spirits. I am writ-ing to share some ex-ci-ting news with you. As you know, [insert personal up-date about your life or an up-coming event].

It has been a while since we last caught up, and I would love to hear how you have been. Your fam-i-ly must be grow-ing up so fast!

Please let me know when you are free to catch up; I would love to get to-gether soon.

Take care and look-ing for-ward to hear-ing from you.

Best wishes,

[Your Name]