

[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! I wanted to take a moment to catch up and see how things are going with you.

[Personal update or anecdote]

I've been thinking about our last conversation regarding [specific topic] and found some interesting articles that I'd love to share with you.

Also, I'm planning to [mention any upcoming plans or events], and it would be great to catch up! Let me know if you're available.

Looking forward to hearing from you soon!

Warm regards,

[Your Name]