

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Recipient's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I thought it was about time I reached out.

[Insert personal anecdotes, updates on your life, or ask about the recipient's life.]

I recently [share an experience or story], which reminded me of the time we [reminisce about a shared memory]. I would love to hear more about what you've been up to lately.

Let's catch up soon--maybe over coffee or a phone call? I really miss our chats!

Take care and write back when you can.

Warm wishes,

[Your Name]