

``pxl October 10, 2023 John Doe

*123 Main St, Anytown, USA*  
johndoe@example.com Jane Smith  
*456 Oak St, Othertown, USA*

Dear Jane,

Hope this message finds you well. I wanted to reach out and catch up with you. It has been a while since we last spoke, and I would love to hear how things are going in your life.