

[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 message finds you well! I've been thinking about you lately and wanted to reach out to catch up. It's been a while since we last connected, and I miss our conversations.

[Include a personal anecdote or update about yourself.]

I would love to hear what you've been up to too! How has everything been on your end? Any exciting news or updates?

Let's find a time to chat soon. I'm looking forward to hearing from you!

Warm regards,

[Your Name]