

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
Dear Qiqi,  
[Opening line, e.g., "I hope this letter finds you well!"]  
[Paragraph 1: Casual greeting and update on your life.]  
[Paragraph 2: Share a fun memory or recent experience you had.]  
[Paragraph 3: Ask about Qiqi's life and share your interest in her news.]  
[Closing line, e.g., "Looking forward to hearing from you soon!"]  
Best wishes,  
[Your Name]