

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Postcode]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. I wanted to take a moment to catch up and share some updates from my end.

[Include personal anecdotes, updates about your life, or any shared memories. Make it warm and engaging.]

I miss our times together and would love to hear how things are going for you. Please let me know when you would be free to catch up, perhaps over a coffee or a weekend outing.

Take care and look forward to hearing from you soon!

Warm regards,

[Your Name]