

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear RK,

I hope this letter finds you well. I wanted to take a moment to reach out and share some thoughts that have been on my mind lately.

[Insert personal update or anecdote here.]

I've been thinking about our last conversation and wanted to let you know how much I appreciated it. [Share your feelings or reflections on the conversation.]

How have you been keeping busy? I'd love to hear more about what's new in your life. [Ask specific questions that invite a response.]

Looking forward to hearing from you soon!

Warm regards,

[Your Name]