

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

JJ Morgan

[Recipient's Address]  
[City, State, Zip Code]

Dear JJ,

I hope this letter finds you well. [Insert a personal anecdote or update to create a connection.]

[Continue with the main purpose of the letter, such as sharing news, asking questions, or expressing thoughts/feelings.]

[Conclude with a warm closing statement, expressing your desire to keep in touch or meet soon.]

Take care,

[Your Name]