

[Your Address]
[City, Postcode]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, Postcode]
Dear [Recipient's Name],
konnichiha!oYuan Qi desuka?
[Briefly ask about their family or work.]
Zui Jin , Si ha[what you have been doing or any recent events].
[Share a related experience or story.]
sate, [mention something you want to do together, like meet up or an
event].
[Express your feelings or anticipation about it.]
soredeha, mataLian Luo shimasune!
[Close with a friendly remark.]
amariWu Li shinaidene.
[Your Name]