

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Start your friendly message here. Share updates, ask about their well-being, and express your thoughts or feelings.]  
[Continue the letter with anecdotes, news, or any shared memories. Keep the tone warm and conversational.]  
[Wrap up your letter with a pleasant closing remark or invitation to meet up soon.]  
Take care,  
[Your Name]  
[Optional PS or additional note]