

[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],  
[Opening paragraph: A friendly greeting, ask how they are doing.]  
[Body paragraph 1: Share recent updates about your life.]  
[Body paragraph 2: Ask about their life, share memories, or express your thoughts.]  
[Closing paragraph: Summarize your feelings and express hope to hear from them soon.]  
Sincerely,  
[Your Name]