

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I hope this letter finds you in great spirits! I've been thinking about you lately and wanted to catch up. It feels like ages since we last chatted.

Things have been quite busy on my end! [Briefly describe something interesting or fun happening in your life]. I can't wait to hear what's new with you.

Let's plan to meet up soon! Maybe we can grab coffee or hit that new restaurant you mentioned.

Take care and write back when you can!

Best,

[Your Name]