

[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 warm greeting and inquiry about the recipient's well-being.]
[Body paragraph 1: share personal news or experiences relevant to Ujjain.]
[Body paragraph 2: discuss any common interests, memories, or future plans related to Ujjain.]
[Closing paragraph: express hope for a response and send best wishes.]
Warm regards,
[Your Name]