

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Hey [Recipient's Name],

I hope this letter finds you well! I was thinking about you the other day and wanted to drop you a quick note.

[Insert a personal anecdote or memory that relates to the recipient.]

I've been up to [share a little about what you've been doing lately].

It's been really [briefly describe how you feel about it].

Let me know how you've been! I'd love to hear what's new with you.

Take care,

[Your Name]