

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

I hope this letter finds you in great spirits! I've been thinking about you lately and wanted to reach out to catch up.

[Share a personal anecdote or update about yourself. Maybe mention something interesting that has happened recently.]

I'd love to hear what you've been up to as well. [Ask a question about their life or interests to encourage a response.]

It would be wonderful to get together soon! How about we plan a [suggest a specific activity or a meeting time] when you're free?

Looking forward to hearing from you!

Warm wishes,

[Your Name]