

[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 sentence - a friendly greeting or asking about their well-being.]  
[Body of the letter - share updates, memories, or any other topics you want to discuss.]  
[Closing sentence - express hope to hear from them soon or extend an invitation.]  
Sincerely,  
[Your Name]