

[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],

I hope this letter finds you well! It has been a while since we last caught up, and I wanted to take a moment to reach out and see how everything is going for you.

[Share a personal update or ask about a mutual interest or previous conversation.]

I recently [share something interesting or fun you did], and it reminded me of the time we [mention a memory or shared experience]. I would love to hear what you've been up to lately.

Also, I was thinking it would be great to get together soon. Maybe we could [suggest a plan or activity]? Let me know what your schedule looks like!

Looking forward to hearing from you soon.

Best,

[Your Name]