

[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. I wanted to take a moment to reach out and share some thoughts with you.

[Personal anecdote or news to share]

I've been thinking about you lately, especially during [mention any recent event or occasion]. It reminded me of the great times we spent together.

If you have the chance, I'd love to catch up more. Feel free to write back when you can; I always look forward to hearing from you.

Take care and stay safe!

Warm regards,

[Your Name]