

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

[Personal anecdote or memory related to the recipient].

It has been [mention the time since you last connected], and I often think about the times we spent together. [Share more personal updates about your life].

I would love to hear what's new with you. [Ask questions about the recipient's life].

Let's catch up soon! Perhaps we could [suggest a specific plan to meet or talk].

Take care and looking forward to hearing from you soon!

Warm regards,

[Your Name]