

[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 updates about my life.

[Insert personal update or story]

I would love to hear what's new with you as well.

Take care and write back when you can!

Warm regards,

[Your Name]