

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits! It's been a while since we last connected, and I've been thinking about you.

I wanted to share some exciting news - [insert your news or update here].

I'd love to hear what's new with you as well!

Additionally, I was reminiscing about our last get-together at [mention a specific event or memory], and it made me realize we should meet up soon.

How about we catch up over coffee or lunch? Let me know your schedule!

Looking forward to hearing from you.

Take care!

[Your Name]