

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. I am writing to share  
[specific reason for writing the letter].

It has been [duration since you last connected] since we last spoke, and  
I've been thinking about [specific memories or topics]. I'd love to hear  
how you've been and what's new in your life.

[Share any updates about yourself or relevant information.]

Please let me know when you're available to catch up; I really miss our  
conversations.

Take care and looking forward to hearing from you soon!

Warm regards,

[Your Name]