

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

[Opening paragraph: Start with a warm greeting and the purpose of your letter.]

[Body paragraph 1: Share a personal story or update about your life, feelings, or experiences.]

[Body paragraph 2: Ask questions or express interest in the recipient's life, inviting them to share their updates.]

[Closing paragraph: Conclude with a warm and encouraging note, perhaps mentioning a future meeting or call.]

Best wishes,

[Your Name]

[Optional: A personal touch, such as a favorite quote or a doodle]