

[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],

Hey there! I hope this letter finds you well. I've been thinking about all the great times we've had together and wanted to reach out and catch up. It's been too long since our last hangout!

How's everything going with you? I'd love to hear about what you've been up to lately. If you're free this weekend, maybe we could grab a coffee or go for a walk. Let me know what works for you!

Looking forward to hearing from you soon!

Best,

[Your Name]