

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
Dear Zdenek,
[Opening paragraph: a warm greeting and inquiry about Zdenek's well-being]
[Body paragraph 1: share some personal news or updates about your life]
[Body paragraph 2: discuss a shared interest or memory that you both appreciate]
[Closing paragraph: express your wishes for Zdenek and invite a response]
Warm regards,
[Your Name]