

[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],
[Opening paragraph: Start with a warm greeting and a brief introduction.]
[Body paragraph 1: Share a personal story or update about your life.]
[Body paragraph 2: Ask questions about the recipient's life and express
your interest in their well-being.]
[Closing paragraph: Sum up your thoughts and express your desire to stay
in touch.]
Warm regards,
[Your Name]