

**\*\*Template 1: Casual Letter to a Friend\*\***

[Date]

Hey [Friend's Name],

I hope you're doing well! I just wanted to drop you a quick note to catch up. It feels like ages since we last hung out. How has everything been on your end?

I recently [share a brief update about yourself or something interesting], and I thought you'd get a kick out of it. We should plan to get together soon - maybe grab some coffee or hit up that new restaurant? Let me know what your schedule looks like!

Take care,

[Your Name]

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**\*\*Template 2: Informal Note to a Colleague\*\***

Hey [Colleague's Name],

I just wanted to send you a quick message to say thanks for your help on the [project name] last week. I really appreciated your insights - they made a huge difference.

Let's grab lunch sometime next week. I'd love to chat more about [a topic of common interest or upcoming projects].

Catch you later!

Best,

[Your Name]

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**\*\*Template 3: Quick Message to a Family Member\*\***

Hi [Family Member's Name],

Just wanted to say hi and see how you're doing! I've been thinking about our last family get-together and how much fun it was.

Let's plan another one soon! Maybe a weekend BBQ? Let me know what works for you.

Love,

[Your Name]