

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

Dear Zhang,

I hope this letter finds you in great spirits. I've been thinking about you lately and wanted to reach out to see how you've been.

[Share a personal update or memory related to Zhang. For example: "I still remember our trip to the mountains last year; it was such a memorable adventure!"]

I'd love to hear what you've been up to and how things are going for you. Are there any recent developments in your life?

If you're free sometime next month, perhaps we can meet up. It would be wonderful to catch up in person.

Take care and write back when you have the chance!

Warm regards,

[Your Name]