

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

Dear Zhao,

I hope this letter finds you in great spirits! It's been too long since our last catch-up, and I often think fondly of the times we've shared. I wanted to share some exciting news with you. [Insert personal news or updates here]. I remember when we talked about [relevant topic or memory], and it made me realize how much I appreciate our conversations. I'm also curious about what you've been up to lately. How is everything going with [mention something specific about Zhao's life]? I'd love to hear all about it!

Let's try to get together soon, maybe over coffee or a meal? I would love to reminisce and catch up on everything.

Take care, and I look forward to hearing from you soon!

Warm regards,

[Your Name]