

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Hey [Recipient's Name],
I hope you're doing well! I just wanted to drop you a quick note to
[insert reason for writing, e.g., catch up, share news, etc.].
[Add a few more sentences detailing your thoughts or updates, maintaining
an informal tone.]
Looking forward to hearing back from you soon!
Take care,
[Your Name]