

[Date]  
[Your Address]  
[City, State, Zip Code]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction - A friendly greeting and inquiry about well-being.]  
[Body - Share some news, updates, or experiences. Ask questions to show interest in the recipient's life.]  
[Closing - Express hope to hear back soon, and include warm regards.]  
Sincerely,  
[Your Name]