

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well! It's been a while since we last connected, and I wanted to reach out to see how you've been.

Things have been [briefly share something about your life or news], and I would love to hear about what's new with you. [You could mention a shared memory or recent event that reminds you of them.]

As we move into [mention upcoming season or holiday], I'm reminded of the wonderful times we've spent together. [Share any plans you have or an invitation to get together.]

Wishing you all the best, and I look forward to hearing from you soon!

Warm regards,

[Your Name]