

[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 in great spirits! It's been a while since we last caught up, and I thought it would be nice to write to you.

I wanted to share some exciting news with you. [Insert your news or update here]. Can you believe it? I would love to hear what you've been up to these days!

Also, I recently came across [mention something that reminded you of them, or a memory you both share]. It brought back such fun memories, and I couldn't help but smile.

Let's try to catch up soon! Maybe we can grab coffee or just chat over the phone. I really miss our talks.

Take care and write back when you can!

Best,

[Your Name]