

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Recipient's Name],

I hope this letter finds you in great spirits! It has been a while since we last caught up, and I wanted to take a moment to reach out and see how you've been doing.

[Personal anecdote or shared memory]

I often think about those times we spent together and how much fun we had. It really brings a smile to my face.

Currently, I've been [share a brief update about your life, job, or interests]. I would love to hear more about what's new in your life as well!

Let's try to get together soon--maybe grab coffee or have a weekend catch-up session. I miss our chats!

Take care and write back when you can.

Best wishes,

[Your Name]