

[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. I wanted to take a moment to share some thoughts and updates with you.

[Personal anecdote or update about your life.]

I have been thinking about [a shared experience or memory], and it brings back such fond memories of our time together.

[Continue with more personal thoughts, questions, or stories.]

I would love to hear from you and learn how you have been. Please feel free to write back or let me know when we can catch up.

Take care and talk soon!

Warm regards,

[Your Name]