

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. It has been a while since we last connected, and I wanted to take a moment to reach out and express my best wishes to you and your family.

[Personal message - share updates, memories, or any relevant news]

Looking forward to your response. Take care and stay safe.

Warm regards,

[Your Name]

[Your Address]

[Your Contact Information]