

[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 caught up, and I wanted to reach out to see how you are doing.

[Insert personal update or anecdote, such as a recent experience, event, or thought.]

I've been [share something about your life], and it made me think of you. I'd love to hear what's new on your end!

Let's catch up soon, whether it's over coffee or a call.

Take care,  
[Your Name]