

[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 connected, and I wanted to take a moment to reach out and catch up.

[Insert a personal anecdote or update about your life or family.]

I've been thinking about our time together at [mention a specific event or memory] and how much fun we had. It would be wonderful to create more memories like that.

How have you been? I'd love to hear all about what's new in your life, your family, and any exciting adventures you've been on recently.

If you're free, perhaps we could meet up for coffee or a meal sometime soon. Let me know what works for you!

Take care and looking forward to hearing from you soon!

Warm regards,

[Your Name]

[Optional: Your Contact Number]