

[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! I've been thinking about you lately and wanted to catch up. It seems like ages since we last connected.

[Share a personal story or anecdote], it reminded me of that time we [reminisce about a shared memory]. I'd love to hear what you've been up to and if there are any new developments in your life.

Also, if you're free sometime soon, we should definitely meet up for coffee or a meal. It would be great to sit down and chat!

Take care and can't wait to hear from you soon!

Best,
[Your Name]