

[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 has been a while since we last connected, and I've been thinking about you.

[Share a personal update or anecdote.]

I'd love to hear what you've been up to lately. Do you have any fun plans or updates to share?

Let's try to catch up soon! Maybe we can set a time to chat or meet up for coffee.

Take care and write back when you can!

Warm regards,

[Your Name]