

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to share some exciting news with you! [Insert a brief paragraph about your news or what you want to share.]

I also wanted to know how you have been doing. [Ask a question about their life or interests.]

Thank you for taking the time to read my letter. I look forward to hearing from you soon!

Best wishes,

[Your Name]