

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits.

[Paragraph 1: Express your purpose for writing the letter.]

[Paragraph 2: Share personal updates or stories.]

[Paragraph 3: Ask about the recipient's well-being or any mutual interests.]

Looking forward to hearing from you soon.

Warm regards,

[Your Name]