

[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 well. I wanted to take a moment to reach out and [share some thoughts, catch up, express my gratitude, etc.].

[Paragraph 1: Start with a personal anecdote or update about your life, expressing warmth and connection.]

[Paragraph 2: Continue with more personal updates, any recent experiences, or shared memories that you want to highlight.]

[Paragraph 3: Conclude with your feelings or thoughts about your relationship, any hopes for the future, or an invitation to meet or talk soon.]

Take care of yourself, and I look forward to hearing from you!

Warm regards,

[Your Name]