

```xml John Doe

*123 Main St Anytown CA 12345*

john.doe@example.com (123) 456-7890 Jane Smith

*456 Elm St Othertown CA 67890*

jane.smith@example.com (987) 654-3210 2023-10-15 Dear Jane,

Hope this letter finds you well. I wanted to catch up and see how you have been. Looking forward to hearing from you soon!