

[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 in great spirits. It has been a while since we last connected, and I've been thinking about you lately.

[Insert personal anecdote or update about your life.]

I wanted to take the time to express [any feelings, thoughts, or appreciation].

[Share a memory or experience that you both cherish.]

Looking forward, I hope we can [mention any plans or wishes to meet or catch up].

Take care and write back when you can.

Warm regards,

[Your Name]