

[Your Address]

[City, State, Zip Code]

[Date]

Dear Xuan,

I hope this letter finds you well! I've been thinking about you and wanted to catch up. How have you been?

Things have been pretty busy on my end, but I always enjoy our chats. I recently [share a brief personal update or anecdote], and it reminded me of the fun times we had together.

I'd love to hear what you've been up to! Let me know when you're free to catch up, maybe over coffee or a weekend hangout.

Take care and write back when you can!

Best,

[Your Name]