

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

Dear Xuan,

I hope this letter finds you well. I wanted to take a moment to [briefly state the purpose of the letter, e.g., catch up, share some news, ask a question].

[Add a few sentences providing more detail or context.]

Looking forward to hearing from you soon!

Best regards,

[Your Name]