

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear Xuan,

I hope this letter finds you in great spirits! I wanted to take a moment to share my thoughts and updates with you.

[Insert a personal message, anecdotes, or news.]

Looking forward to hearing from you soon!

Warmest regards,

[Your Name]