

[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 well. It has been [duration of time] since we last corresponded, and I wanted to take a moment to reach out to you. [Insert body of the letter here - share news, ask questions, express thoughts, etc.]

I look forward to hearing back from you soon. Please take care and write when you can.

Warm regards,

[Your Name]
[Your Contact Information]