

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great health and spirits. It has been a while since we last connected, and I wanted to take a moment to reach out and share some thoughts with you.

[Insert a personal anecdote or update about your life.]

I often reminisce about the wonderful times we shared, and I truly appreciate the memories we've created together.

[Add any specific questions or well wishes for the recipient.]

Looking forward to hearing from you soon.

Warm regards,

[Your Name]