

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

Dear YJK,

I hope this letter finds you in great spirits! It's been a while since we last caught up, and I've been thinking about you lately. How have you been?

I wanted to share some exciting news on my end. [Insert personal update or story]. It would be wonderful to hear about what's new in your life as well!

Let's plan to get together soon. Perhaps we could [suggest a specific activity or meeting up at a favorite spot].

Take care, and I look forward to hearing from you soon!

Warm regards,

[Your Name]