

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

Dear [Recipient's Name],

I hope this letter finds you in great spirits. It has been a while since we last connected, and I wanted to take the opportunity to reach out and see how you are doing.

[Insert personal anecdotes or updates about your life.]

I often think about our times together--[Share a specific memory or experience you shared]. It brings a smile to my face.

How has everything been on your end? I would love to hear about [Ask about a specific topic related to the recipient's life: their job, family, recent travels, etc.].

Let's catch up soon! Maybe we can arrange a call or meet up for coffee.

Warm wishes,

[Your Name]