

[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 well! I'm reaching out to share some exciting news and updates that you wouldn't want to miss. To make it even more engaging, I've included a QR code below that links to a special surprise just for you!

[Insert QR Code Here]

Feel free to scan the code with your smartphone for an exclusive glimpse into what I have been up to lately. I can't wait to hear your thoughts!

Wishing you all the best. Let's catch up soon!

Warm regards,

[Your Name]

[Optional: A personal handwritten note or signature]