

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

Dear [Recipient's Name],

I hope this letter finds you well! I've been thinking about you lately and wanted to catch up a bit. How have you been?

Life here in [Your Location] has been pretty good. [Share a personal update or anecdote, such as a recent trip, a new hobby, or an exciting event.]

I remember the last time we [mention a shared experience or memory], and it made me realize how much fun we have together. I'd love to hear about what you've been up to--any new adventures or projects?

Let's plan to get together soon! Maybe we can grab coffee or hit up that new restaurant you mentioned.

Looking forward to hearing from you!

Take care,
[Your Name]