

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

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

Dear [Recipient's Name],

I hope this letter finds you in good spirits. I wanted to take a moment to reach out and share some updates about my life and see how things are going for you.

[Insert personal anecdote or update about your life. It could be something interesting that happened recently, a new hobby you've picked up, or an important milestone.]

I often think about our times together, especially [mention a specific memory or experience that stands out]. Those moments mean a lot to me, and I cherish having shared them with you.

How have you been? I would love to hear all about what you've been up to lately. It would be great to catch up soon, either over the phone or in person if possible.

Take care and write back when you have a chance.

Warm regards,

[Your Name]