

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

Hey [Recipient's Name],

I hope this message finds you well! It's been a while since we last caught up, and I thought I'd drop you a line to see how you're doing.

[Insert personal update or anecdote here--something fun or interesting that's happened recently.]

I also wanted to share a little something with you. I've zipped up some files that I think you'll find useful. You can download them here:

[insert link or instructions on how to access the zfile].

Let me know what you think, and if you're free sometime soon, let's get together. I'd love to hear all about what you've been up to!

Take care,

[Your Name]