

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear Zhang,

I hope this letter finds you well. I wanted to take a moment to share some thoughts with you.

[Insert a personal anecdote or update about your life.]

I've been thinking about our [shared experience or memory], and it always brings a smile to my face.

How have you been? I would love to hear about what's new in your life.

Looking forward to your reply!

Best wishes,

[Your Name]