

Your Name
Your Address
City, State ZIP
Date

Dear [Recipient's Name],

I hope this letter finds you well. I just wanted to reach out and say hello, and to let you know that you have been on my mind lately.

It's always such a pleasure to catch up and hear about what you've been up to. Life can get busy, but it's important to stay connected with those we care about. I'd love to hear more about how things are going on your end when you have the time.

Wishing you a wonderful week ahead. Take care and talk soon!

Warm regards,

[Your Name]