

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

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

Dear [Recipient's Name],

I hope you are doing well. It has been quite a while since we last spoke, and I wanted to reach out to see how everything is going with you.

I have been thinking about you lately and wondered how [mention a specific project, family member, or hobby] is coming along. Life has been busy on my end, but I would love to catch up and hear your news whenever you have a moment.

Perhaps we could grab a coffee or jump on a quick call sometime soon? No pressure at all, just wanted to say hello and let you know I'm thinking of you.

Best regards,

[Your Signature]

[Your Printed Name]