

Informal Letter Template: Updating Family About News

Your address

(optional for emails)

Date

Dear [Family Member's Name],

I hope this letter finds you in great spirits! It's been a while since we last caught up, and I wanted to take this opportunity to share some updates and family news with you.

Things here have been going well. [Share your main news: e.g., "Last weekend, we celebrated Dad's birthday with a small family barbecue. It was so much fun catching up with everyone and sharing stories."]

[Add more personal news or anecdotes: e.g., "I also started a new job last month. The new role is challenging but exciting, and the team has been very welcoming."]

Everyone here sends their regards. [Mention any important family milestones: e.g., "Emma graduated last week, and we're all so proud of her." We all miss you and hope to see you soon.

How have you been? I'd love to hear what's new with you as well. Please write back whenever you get a chance.

Sending lots of love your way!

Take care,

[Your Name]