

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been so long since we last caught up, and I thought it was time to drop you a note.

Things have been pretty busy here with school, but I've been trying to make the most of my free time. Just last weekend, I went to [event/place you visited] with some friends, and it was such a blast! I wish you could have joined us; I know you would have loved it.

How's everything going on your end? Have you started any new projects or hobbies? I'm really curious about what you've been up to lately. Also, are you still planning to [mention any plans they had]? Let's try to make it happen!

Looking forward to hearing from you soon!

Best,

[Your Name]