

[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
Dear [Friend's Name],
[Opening greeting - e.g., I hope this letter finds you well!]
[Personal update or anecdote - e.g., I wanted to share what happened last weekend...]
[Express feelings or thoughts - e.g., It made me realize how much I appreciate our friendship.]
[Ask questions or share plans - e.g., Have you considered our next trip?]
[Closing thoughts - e.g., I can't wait to hear back from you!]
Take care,
[Your Name]