

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to take a moment to catch up and share what's been going on in my life lately.

It's been quite busy around here, but I've managed to squeeze in some fun. [Share a personal anecdote or recent experience]. I've also been trying out [new hobby or activity], and it's been a blast!

How have you been? I'd love to hear about what you've been up to. Maybe we can plan a get-together soon. I miss our chats and hangouts!

Send my regards to [Mutual Friend/Family Member's Name]. Looking forward to your reply!

Take care,  
[Your Name]