

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

Dear [Friend's Name],

I hope this letter finds you well! I wanted to take some time to catch up and share what's been happening lately.

[Paragraph about something interesting that happened to you recently.]

I also wanted to hear about what you've been up to. How was your trip to [place or event]? I bet it was so much fun!

Looking forward to hearing from you soon!

Take care,

[Your Name]