

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

How are you? I hope you're doing great! I wanted to tell you about [something interesting that happened recently].

Also, I can't wait for [upcoming event or plan]. It's going to be so much fun! We should also hang out more often - maybe we can [suggest an activity].

Let me know what you think! Can't wait to hear back from you.

Take care,

[Your Name]