

[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 a moment to write to you and share some thoughts.

[Paragraph 1: Ask about their recent activities, hobbies, or school events.]

[Paragraph 2: Share something interesting that has happened recently in your life or at school.]

[Paragraph 3: Suggest meeting up or doing something fun together. You can also ask for their ideas.]

I can't wait to hear back from you! Please say hi to [any mutual friends or family members].

Take care and see you soon!

Warm regards,

[Your Name]