

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! It has been a while since we last connected, and I wanted to take a moment to catch up and see how things are going on your end.

[Share some personal news or updates about your life, school, or interests. Mention any recent events or experiences that you found exciting or noteworthy.]

I've been thinking about our last [mention any activity you did together], and it would be awesome to do that again soon! How about we plan a day out next month? I'd love to hear about what you've been up to lately.

Also, if you have any recommendations for [books, movies, games, etc.], feel free to send them my way--I'm always on the lookout for something new to enjoy!

Looking forward to hearing from you soon! Take care and write back when you can.

Best,  
[Your Name]