

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I just wanted to take a moment to catch up and share some exciting news.

[Insert personal updates, stories, or news here.]

I can't wait to hear what you've been up to! Let's plan a time to chat or hang out soon.

Take care and talk soon!

Best,

[Your Name]