

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to share some exciting news with you. [Share some personal news or experiences].

Also, I recently [discuss a common interest or school event]. It was such a fun experience! I wish you could have been there.

Let's catch up soon! I'd love to hear what you've been up to. Maybe we can meet up or chat over the phone.

Take care, and write back when you can!

Best,

[Your Name]