

****Template Example 1: Casual Style****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

Hey there! I hope you're doing well. I just wanted to drop you a quick note to tell you about what's been going on with me lately.

[Share updates, stories, or news]

Anyway, I'd love to hear from you! Let's catch up soon!

Take care,

[Your Name]

****Template Example 2: Friendly Style****

[Your Address]

[City, State, Zip Code]

[Date]

Hi [Friend's Name],

How are you? I've been thinking about you and wanted to share some exciting news!

[Include personal anecdotes or news]

It would be great to get together sometime. Let me know your schedule!

Best,

[Your Name]

****Template Example 3: Fun Style****

[Your Address]

[City, State, Zip Code]

[Date]

Hey [Friend's Name]!

What's up? Just wanted to say hi and share some fun news!

[Add entertaining stories or experiences]

Let's hang out soon--I miss our adventures!

Lots of love,

[Your Name]