

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

Hi [Friend's Name],

I hope this message finds you well! I was just thinking about how we haven't connected in a while, and I wanted to reach out. I'm trying to expand my friend list on Facebook and thought it would be great to add you!

If you're up for it, send me a friend request, or I can send you one. It would be nice to keep in touch and see what everyone's up to these days. Take care and talk soon!

Best,

[Your Name]