

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

Hey [Friend's Name]!

I hope this message finds you well! I just wanted to drop you a quick note to say hi and catch up a bit. It feels like ages since we last hung out!

Things on my end have been pretty good. I've been [briefly share what you've been up to, like a recent trip, new hobby, job update, etc.]. How about you? What's new in your world?

I was thinking it would be great to get together sometime soon. Maybe grab coffee or go to that new restaurant that just opened up? Let me know what your schedule looks like!

Looking forward to hearing from you!

Take care,  
[Your Name]