

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last chatted. I wanted to catch up and share some recent happenings in my life.

[Insert a personal update, anecdote, or memory here.]

How have you been? I'd love to hear about what you've been up to lately.

Let's plan to meet up soon!

Take care and write back when you can!

Best,

[Your Name]