

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I thought I'd take a moment to write to you.

I've been keeping busy with [briefly describe what you've been doing].

It's been quite an adventure, and I can't wait to share more with you! I remember our last conversation about [mention a topic of interest], and I'd love to hear your thoughts on that as well.

How have you been? I hope everything is going great in [Friend's location]. Let's plan to meet soon; I miss our chats over coffee!

Looking forward to your reply.

Take care,

[Your Name]