

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear [Friend's Name],

Hey there! I hope this letter finds you well and in good spirits. I've been thinking about all the fun times we had last summer, and it made me realize how much I miss hanging out with you.

Things have been pretty busy on my end with work and life in general. I recently started a new project that I'm really excited about! Have you had any interesting adventures lately? I'd love to hear all about them! Let's catch up soon! Maybe we can plan a weekend get-together or just a casual coffee date. Let me know what your schedule looks like.

Take care and write back when you can!

Best,

[Your Name]