

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to take a moment to catch up and share what's been going on in my life.

[Insert a personal update or anecdote here.]

I'd love to hear about what you've been up to as well! Let's plan a time to chat or meet up soon.

Take care and talk soon!

Best,

[Your Name]