

**\*\*Template 1: Casual Letter\*\***

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to catch up and see how you've been lately. Things on my end have been [briefly describe your current situation or events].

I recently [mention any interesting events or activities]. It reminded me of that time we [recollect a memory or shared experience].

Let me know how you're doing! I'd love to hear about [ask about their recent activities or life events].

Take care and write back soon!

Best,

[Your Name]

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**\*\*Template 2: Formal Letter\*\***

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this message finds you in good spirits. I am writing to share some updates and thoughts since our last conversation.

Recently, I have been [describe any new developments, experiences, or thoughts]. I feel that [include any personal reflections or insights].

I would love to hear your thoughts on this and any updates from your life as well. Please do let me know when you're available to chat or meet.

Looking forward to your response.

Sincerely,

[Your Name]

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**\*\*Template 3: Postcard Message\*\***

[Image of a Place or Scene]

[Date]

Greetings from [Location]!

Wish you were here! This place is incredible, especially [mention something interesting about the location]. I've been enjoying [describe any activities or experiences].

I'll share more when I get back. Hope you're doing well!

Best wishes,

[Your Name]

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