

[Your Address]

[City, State, Zip Code]

[Date]

[Friend's Name]

[Friend's Address]

[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to write to you and share some updates from my life.

[Paragraph 1: Personal update or anecdote]

[Paragraph 2: Questions about your friend or shared memories]

[Paragraph 3: Conclusion and well wishes]

Looking forward to hearing from you soon!

Take care,

[Your Name]