

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I just wanted to take a moment to catch up and share some fun stuff happening in my life.

[Insert a personal anecdote or news about your life.]

How have you been? I miss our hangouts and those late-night chats. Let's plan a get-together soon!

Looking forward to hearing from you.

Take care,

[Your Name]