

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Friend's Name]
[Friend's Address]
[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you well. It's been such a long time since we last connected, and I've been thinking about you lately. I wanted to reach out to see how you've been and to catch up on everything that's been happening in our lives.

[Insert personal anecdotes, memories, or questions about their life.]

I would love to hear from you and see if we can find a time to reconnect, whether it's over a call or perhaps meeting up in person.

Looking forward to your reply!

Best wishes,

[Your Name]