

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
Dear [Friend's Name],  
[Start with a warm greeting or a personal note.]  
[Paragraph 1: Share updates about your life or ask about theirs.]  
[Paragraph 2: Include a memory, a funny story, or something you both  
enjoy discussing.]  
[Paragraph 3: Invite them for a hangout or suggest a plan for future get-  
togethers.]  
[Closing remarks: Express your feelings and let them know you care.]  
Take care,  
[Your Name]