

[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 well! It has been a while since we last caught up, and I wanted to take a moment to share what's been going on in my life.

[Paragraph about recent events in your life, such as work, family, or personal achievements]

I'd love to hear about what you've been up to lately. How is everything going with [mention something relevant to their life]?

[Another paragraph sharing thoughts, memories, or something funny]

Let's plan to catch up soon, either over the phone or maybe we can meet up if you're around!

Take care and write back when you can.

Best,

[Your Name]