

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to take a moment to catch up and share what's been going on in my life.

[Talk about a recent event, memory, or news.]

I would love to hear how things are going with you.

Looking forward to your reply!

Best,

[Your Name]