

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits!

[Opening paragraph: Ask about their well-being, mention something recent in your lives.]

[Second paragraph: Share personal news, experiences, or thoughts.]

[Third paragraph: Ask questions about your friend's life or plans, express interest in catching up.]

Take care and write back soon!

Best wishes,

[Your Name]