

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I wanted to take a moment to check in.

[Share a personal update or anecdote.]

I remember the last time we hung out, and it always brings a smile to my face. I miss our fun times together.

[Ask about your friend's life or share a question related to them.]

Let's plan a get-together soon! I'd love to hear all about what you've been up to.

Take care and write back when you can.

Best,

[Your Name]