

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been such a long time since we last caught up, and I've been thinking about you a lot lately.

I wanted to share some exciting news--[insert personal news or event]. It made me think of the fun times we had together, especially [mention a specific memory].

How have you been? I'd love to hear about what's new in your life, especially [ask about something relevant to them].

Let's plan to get together soon! Maybe we could [suggest an activity or meeting place].

Take care and write back when you can!

Best,

[Your Name]