

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

Hey! I hope you're doing well. It's been a while since we last caught up, and I've been thinking about you.

[Include a personal anecdote, a recent event, or a funny story to share.]

I also wanted to ask about [any recent events in your friend's life]. How did that go?

Let's try to meet up soon! Maybe we can [suggest a specific plan or activity].

Looking forward to hearing from you!

Take care,

[Your Name]