

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

[Start with a friendly greeting and ask how they are doing. Share some personal updates about your life.]

[Include a main topic or story, sharing details and anecdotes. Ask questions about their life to keep the conversation going.]

[Wrap up your letter with any closing thoughts or plans for future get-togethers. Reiterate that you're looking forward to hearing from them.]

Take care,

[Your Name]

P.S. [Optional: Add a funny note or a reminder about something!]