

[Your Address]  
[City, State, Zip Code]  
[Date]  
[Friend's Name]  
[Friend's Address]  
[City, State, Zip Code]  
Dear [Friend's Name],  
[Opening: Start with a warm greeting and ask how your friend is doing.]  
[Body Paragraph 1: Share some updates about your life, recent experiences, or news.]  
[Body Paragraph 2: Ask about your friend's life, interests, or updates. Share memories or anecdotes together.]  
[Closing Paragraph: Express your hopes to meet soon, or send well wishes.]  
Take care,  
[Your Name]