

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Hey [Friend's Name],

I hope this letter finds you in great spirits! I was just thinking about all the fun times we've had together and wanted to drop you a note.

Life here has been [brief personal update]. I miss our [mention an inside joke or shared experience]. Let's plan a catch-up soon, maybe over coffee or a fun outing!

Can't wait to hear what you've been up to.

Take care and talk soon!

Cheers,

[Your Name]