

****Warm Letter Outline for Friendship****

1. ****Date****

[Insert Date]

2. ****Greeting****

Dear [Friend's Name],

3. ****Opening Sentiment****

I hope this letter finds you well and happy.

4. ****Personal Update****

Share a brief personal update about your life.

5. ****Shared Memories****

Recall a fond memory you both share that highlights your friendship.

6. ****Express Gratitude****

Express appreciation for their friendship and support.

7. ****Check-In****

Ask how they have been doing lately and if there's anything new in their life.

8. ****Future Plans****

Suggest plans to meet up or catch up, or share events you look forward to together.

9. ****Closing Sentiment****

Remind them how much they mean to you.

10. ****Warm Closing****

With love,

[Your Name]