

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Hi [Friend's Name],

Hope you're doing well! I was thinking about all the good times we had back in the day, and it made me realize how much I miss hanging out with you.

I'd love to catch up and see what you've been up to lately. How about we grab a coffee or maybe hit up that new cafe downtown? Let me know what works for you.

Looking forward to hearing from you!

Best,

[Your Name]