

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

[Friend's Name]
[Friend's Address]
[City, State, Zip Code]

Dear [Friend's Name],

I hope this letter finds you well.

I wanted to reach out and let you know how much I value our friendship and the time we've spent together. I would love to connect more and keep in touch more often.

If you're open to it, I would like to send you a friend request on [platform/social media]. I believe it would be a great way to share updates and stay connected, no matter where we are.

Looking forward to your response!

Best,

[Your Name]