

[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 message finds you well. I wanted to take a moment to reach out and express my interest in connecting with you on [Platform Name, e.g., Facebook, Instagram, etc.].

I have always valued our friendship and believe that staying connected online would be a great way to share updates and keep in touch more regularly.

If you're comfortable with it, I would be thrilled to send you a friend request. Please let me know what you think!

Looking forward to hearing from you.

Warm regards,

[Your Name]