

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

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I wanted to take a moment to reach out. I've been thinking about our last hangout and how much fun we had.

Lately, I've been [share a personal update or something interesting that happened]. I would love to hear what you've been up to. How's everything on your end?

We should definitely plan to get together soon. Maybe we can grab coffee or have a movie night? Let me know what your schedule looks like!

Looking forward to hearing from you!

Take care,
[Your Name]