

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

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

Dear [Recipient's Name],

I hope this letter finds you in great spirits.

[Opening paragraph: Share a personal update or a recent experience that relates to your friendship.]

[Main body: Express your thoughts about your friendship, share memories, or discuss future plans.]

[Closing paragraph: Share your hopes for the future of your friendship and a warm closing statement.]

Sincerely,
[Your Name]