

[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 in great spirits! It has been too long since we last connected, and I wanted to take some time to reach out and share what's been on my mind.

[Personal anecdote or memory you cherish about your friendship]

I've been thinking about all the wonderful moments we've shared and how much our friendship means to me. [Include specific examples of why your friendship is special, any challenges you've supported each other through, or things you look forward to in the future.]

[Ask about your friend's life, their well-being, and any updates on their end]

I would love to catch up soon, whether it's over a call or in person. Let me know what your schedule looks like!

Take care, and I can't wait to hear from you soon!

Warmly,

[Your Name]