

[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],
[Opening paragraph: Start with a warm greeting and express how you've been doing or feeling. Share something specific about your life or recent experiences.]
[Second paragraph: Reflect on a shared memory or something funny that happened together. Show appreciation for the friendship.]
[Third paragraph: Mention your hopes for the future, plans to meet, or things you look forward to doing together.]
[Closing paragraph: End with a positive note, reinforcing your friendship. Include a warm sign-off.]
Take care,
[Your Name]