

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

Dear [Friend's Name],

I hope this letter finds you well! I wanted to tell you about something exciting that happened recently. [Describe the event or experience in a few sentences.]

Also, I've been thinking about our last adventure together. [Share a fun memory or inside joke.]

I would love to hear what you've been up to lately. Have you started any new hobbies or activities?

Let's plan to hang out soon! I miss our fun times!

Take care and write back soon.

Sincerely,

[Your Name]