

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I just wanted to take a moment to catch up and share some interesting things I've learned lately.

[Insert personal anecdote or news here]

Also, did you know that [insert general knowledge fact or topic]? I found it fascinating and thought you might too!

Looking forward to hearing from you soon. Take care!

Best,

[Your Name]