

[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 well. I've been thinking about you a lot lately and wanted to reach out, as I miss our friendship.

I understand that sometimes life gets busy, and it's easy to drift apart. I want to apologize if I contributed to any distance between us. In retrospect, I value our time together and the memories we've created, and it saddens me that we haven't connected recently.

If you're open to it, I'd love the chance to talk and catch up. I believe our friendship is worth rekindling, and I'm willing to put in the effort to make that happen.

Please let me know if you'd like to meet up or chat. I truly hope to hear from you soon.

Take care,
[Your Name]