

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! It's been a while since we last caught up, and I wanted to take some time to share what's new with me.

[Paragraph about your recent experiences, news, or anecdotes.]

I would love to hear how you have been doing! [Ask about their life or share a memory you both cherish.]

Looking forward to your reply!

Warm regards,

[Your Name]