

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

[Opening Paragraph: Start with a friendly greeting and ask about their well-being.]

[Body Paragraph 1: Share personal updates or experiences.]

[Body Paragraph 2: Ask about their life or recent events in their life.]

[Closing Paragraph: Offer your thoughts or plans for the future, and invite them to respond.]

Take care,

[Your Name]