

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to take a moment to catch up and share some of what's been going on in my life lately.

[Share a personal update or story. For example:]

Last weekend, I finally tried that new cafe downtown, and it was amazing! The coffee was out of this world, and the pastries reminded me of our trip to that bakery in Paris. We should definitely go together next time you're around!

How have you been? I miss our long chats and spontaneous adventures.

Let's plan a day to hang out soon! Maybe a movie night or a hike?

Take care and write back when you can!

Best,

[Your Name]