

[Your Address]

[City, State, Zip Code]

[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 thought it was about time to drop you a line.

[Insert a personal anecdote, asking how they've been, any mutual friends, etc.]

I recently [share a recent experience or news], and it made me think of you. I remember when we [reminisce about a shared memory or experience]. How's everything going on your end? I'd love to hear about what you've been up to lately. Are you still [mention any relevant activity or interest they have]?

Let's plan to catch up soon! Maybe we can [suggest a meeting or activity].

Take care and write back when you can!

Best,

[Your Name]