```
[Your Address]
[City, State, Zip Code]
[Date]
Dear [Friend's Name],
[Opening line - How are you? Mention something personal or recent news.]
[Body of the letter - Share updates, experiences, and thoughts. Ask
questions and express interest in their life.]
[Closing thoughts - Make a closing remark or suggest a plan to catch up.]
Take care,
[Your Name]
```