

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

Dear [Friend's Name],

Hey! I hope this letter finds you in great spirits. I just wanted to write to you and share some of the things I've been up to lately. Life here has been pretty busy but exciting. [Share a personal update, e.g., "I recently started a new job, and I'm loving the challenges it brings!"].

I also wanted to talk about our upcoming plans. [Mention any planned gatherings or events, e.g., "It would be awesome to catch up over the weekend. Are you free to hang out?"].

Feel free to write back when you get the chance. I'd love to hear all about what's new with you.

Take care, and can't wait to hear from you!

Best,  
[Your Name]