

City, State ZIP

Date

Dear [Friend's Name],

I hope this letter finds you well! I just wanted to take a moment to catch up and let you know how much I've been thinking about you lately.

It's been a while since we last spoke, and I would love to hear all about what you've been up to. Let's plan a time to chat or maybe even meet up soon!

Take care and write back when you get a chance. Looking forward to hearing from you!

Warm wishes,

[Your Name]