

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Hey [Friend's Name],

What's up? I hope this letter finds you in good spirits! I've been thinking about you a lot lately, and I just had to drop you a line to catch up.

Things over here are going pretty well. [Share a personal update or story - something fun or interesting]. It's been a bit crazy but in a good way, you know?

How about you? How's [mention something specific about their life]? I can't wait to hear all about it!

We should totally plan a catch-up soon. Maybe grab some coffee or hit up that new place downtown? Let me know when you're free!

Take care and write back soon!

Cheers,

[Your Name]