

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to take a moment to write to you and share some thoughts that have been on my mind recently.

[Insert a personal anecdote or story here, possibly relating to a recent event or memory you share with the recipient.]

I have been thinking about how much our friendship means to me, and I truly appreciate all the moments we've shared together. [You can mention any specific events, experiences, or qualities you value in the recipient.]

I would love to catch up soon! Perhaps we can arrange a time to meet for coffee or a walk. Please let me know what works for you.

Looking forward to hearing from you soon!

Warm regards,

[Your Name]