

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

Hey there!

I hope this letter finds you in great spirits. I just wanted to drop you a quick note to catch up and see how everything is going on your end.

[Write a few lines about what you've been up to, recent events, or anything interesting.]

I'd love to hear all about your latest adventures and what's new with you.

Take care and write back when you can!

Best,

[Your Name]