

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Hey [Friend's Name],

I hope this letter finds you well! It's been way too long since we last caught up, and I thought it was about time I reached out. How have you been?

So many things have happened in my life lately--[briefly share some personal updates, e.g., new job, travel, hobbies]. I'd love to hear what's new with you too! Have you done anything exciting lately?

Let's plan a get-together soon! Maybe we could grab coffee or have a movie night? I'm really missing our hangouts!

Looking forward to hearing from you soon!

Take care,

[Your Name]