

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

Dear [Friend's Name],

I hope this letter finds you in great spirits! It's been a while since we last caught up, and I thought I'd drop you a quick note to see how you're doing.

[Insert a personal anecdote or update about your life.]

I've been reminiscing about our time together at [mention a specific place or event], and it made me realize how much I miss those days. We should plan a get-together soon.

How have you been? Any exciting news on your end? I would love to hear all about it!

Take care and write back when you can. Looking forward to hearing from you soon!

Best,

[Your Name]