

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

[Opening paragraph: A friendly greeting and a brief personal update.]

[Body paragraphs: Share more details about your life, ask about your friend, and include any news or updates you want to share.]

[Closing paragraph: Wrap up with warm wishes and mention that you look forward to hearing from them.]

Sincerely,

[Your Name]