

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits!

[Paragraph 1: Share a personal anecdote or memory and express how much your friendship means to you.]

[Paragraph 2: Mention any recent updates in your life or inquire about theirs.]

[Paragraph 3: Suggest a plan to meet up or do something together soon.]

Looking forward to hearing from you!

Warm regards,

[Your Name]