

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I wanted to share a few updates from my end.

[Message Body: Share news, experiences, or memories here.]

I'd love to hear what you've been up to. Let's plan a meet-up soon!

Take care,

[Your Name]