

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

Hi! I hope you're doing well. I just wanted to write you a quick note to catch up and share some exciting news.

[Body of the letter - share updates, news about school, or anything fun]

I'd love to hear what you've been up to lately! Let's plan to hang out soon.

Take care and write back when you can!

Best,

[Your Name]