

[Your Name]
[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 connected, and I've been thinking about all the good times we shared. I wanted to reach out and let you know how much I miss having you in my life.

I realize that life gets busy, and sometimes we unintentionally drift apart. I truly value our friendship and would love the chance to catch up. Whether it's over coffee, a phone call, or a casual hangout, I'd love to hear about what you've been up to.

Let me know when you're available, and hopefully, we can reconnect soon.

Take care,

[Your Name]