

****Template Example 1: Casual Friendly Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to check in and see how you've been. It's been too long since we last caught up. How's everything going on your end?

I recently [share a fun experience or news]. I thought of you when it happened! Let's plan a time to catch up soon--maybe over coffee or a weekend hangout?

Looking forward to hearing from you!

Best,

[Your Name]

****Template Example 2: Formal Friendly Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this message finds you in great spirits. I wanted to reach out to reconnect and share some updates from my side.

Recently, [share important news or events], and I thought you would find it interesting. I would love to hear about what you have been up to as well. Perhaps we can arrange a meet-up soon?

Wishing you all the best.

Warm regards,

[Your Name]

****Template Example 3: Short and Sweet Letter****

[Your Name]

[Date]

Hey [Friend's Name],

Just a quick note to say I miss you! Let's catch up soon - it's been too long!

Take care,

[Your Name]

****Template Example 4: Celebratory Letter****

[Your Name]

[Your Address]

[Date]

Dear [Friend's Name],

Congratulations on [specific achievement or occasion]! I'm so proud of you and can't wait to celebrate. Let's plan something special soon!

Cheers,

[Your Name]

****Template Example 5: Apology Letter****

[Your Name]

[Your Address]

[Date]

Dear [Friend's Name],

I hope you're doing well. I wanted to reach out and sincerely apologize for [specific incident]. I value our friendship and hope we can move forward.

Let's catch up soon.

Best,

[Your Name]