

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in good spirits! I just wanted to drop you a quick note to share some exciting news.

[Insert personal updates, anecdotes, or anything interesting happening in your life here.]

I can't wait to hear about what you've been up to! Let me know when we can catch up soon.

Take care and talk soon!

Best,

[Your Name]