

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! I wanted to take a moment to catch up and share some thoughts with you.

Recently, I [share a personal update, story, or experience]. It reminded me of the times we [mention a shared memory or experience]. I would love to hear what you've been up to lately and how things are going on your end.

If you have some free time, let's plan to [suggest a meeting or activity, such as getting coffee or having a video call]. It would be great to reconnect and share some laughs just like we used to.

Take care and write back when you can! I miss our chats.

Warm wishes,
[Your Name]