

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been far too long since we last caught up, and I thought it was high time we reconnect.

How have you been? What's new in your life? I've been [insert a brief update about yourself or your life]. It's been quite the adventure!

I was thinking it would be great to meet up soon. Maybe we can grab coffee or lunch sometime? I'd love to hear all about what you've been up to and share some laughs like we used to.

Let me know your schedule, and I'll do my best to make it work!

Looking forward to hearing from you!

Best,

[Your Name]