

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits! It feels like ages since we last caught up. I wanted to take a moment to share some updates and see how you've been doing.

[Personal updates, anecdotes, or news]

I'd love to hear all about your latest adventures and any exciting plans you have coming up! Let's try to catch up soon--maybe over coffee or a call?

Take care and write back when you get a chance!

Best,

[Your Name]