

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

Hey [Friend's Name],

I hope this letter finds you well! I just wanted to drop you a quick note to catch up and see how you've been doing. It's been a while since we last hung out, and I miss our fun times together.

Things on my end have been pretty good. [Share a brief personal update or story, like a recent trip, a new hobby, or work/school news.]

Let's plan a get-together soon! How about [suggest a date or activity]?

It would be great to grab some coffee or go for a hike when you're free.

Looking forward to hearing from you!

Take care,
[Your Name]