

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

Dear [Friend's Name],

I hope this letter finds you in great spirits. It's been too long since we last caught up, hasn't it? I often think back to our college days-- those late-night study sessions, spontaneous adventures, and endless laughter.

Life has taken us in different directions, and I would love to hear all about your journey since then. How are things going with your career? Have you embarked on any new adventures lately? I remember you always had a knack for [insert a memorable trait or achievement].

As for me, [briefly share updates about your life, career, or any major events]. I'd love to reminisce about the past and hear your stories over coffee or a phone call sometime soon.

Please let me know when you're free. I genuinely miss our conversations and the bond we shared.

Take care, and I look forward to hearing from you soon.

Warm wishes,

[Your Name]