

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been too long since we last caught up. I've been thinking about our fun times together and missing our chats.

I wanted to share some personal news with you. [Insert your reasons or experiences here]. I would love to hear your thoughts on this!

Let's plan a time to meet up soon; I really look forward to seeing you again.

Take care and write back when you can!

Warmly,

[Your Name]