

[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 feels like ages since we last caught up, and I wanted to take a moment to reach out and see how you've been.

[Share a personal update or memory.]

I've been thinking about our [mention a shared experience or inside joke], and it always brings a smile to my face. How about we plan a get-together soon? I would love to hear all about what's new in your life. Let me know your schedule, and we can figure out when to meet up! Looking forward to catching up.

Take care and write back when you can!

Warm wishes,

[Your Name]