

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you in great spirits. It has been a while since we last caught up, and I wanted to take some time to write to you.

I recently [mention any recent event or experience]. It made me think of the fun times we had together, especially [share a specific memory you both enjoyed].

I would love to hear how you are doing and if you have any exciting plans coming up. Maybe we can arrange to meet up soon?

Looking forward to your reply!

Take care,

[Your Name]