

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

Hey! I hope this letter finds you well. I wanted to take some time to catch up and share some recent happenings in my life.

[Share something personal or a recent event, e.g., "I just got back from a weekend trip to the mountains, and it was absolutely breathtaking!"]

Also, have you started reading that book we talked about? I really think you'd love it.

I can't wait to hear all about what you've been up to. Let's plan to meet up soon!

Take care and talk soon!

Best,

[Your Name]