

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! It's been a while since we last caught up, and I wanted to write to see how you are doing.

Things have been pretty good on my end. I've been busy with school and hanging out with some friends. I recently checked out that new coffee shop downtown, and it's amazing! You would love it!

How's everything going with your classes? Are you still enjoying your studies? I would love to hear all about what you've been up to.

Let's plan a get-together soon! It would be great to catch up over some coffee.

Take care and write back when you can!

Best,

[Your Name]