

**\*\*Friendly Letter Outline\*\***

1. **\*\*Your Address\*\***

- [Your Street Address]
- [City, State, ZIP Code]
- [Date]

2. **\*\*Greeting\*\***

- Dear [Friend's Name],

3. **\*\*Opening Paragraph\*\***

- Start with a warm opening. Ask how they are doing and share a quick personal update.

4. **\*\*Body Paragraph(s)\*\***

- Share specific stories or experiences you've had since you last communicated.
- Ask questions about their life and express interest in their activities.

5. **\*\*Closing Paragraph\*\***

- Summarize your thoughts, express your wish to meet or chat soon, and send your regards.

6. **\*\*Closing\*\***

- Warmly,
- [Your Name]